Exercises on Lesson 2

1 Choose the correct answer:

1. Digital citizenship means you have rights, such as your ....
   a. privacy b. location c. keyboard d. piracy

[الإسكندرية - العجمي 2023]

2. 📖 Respecting others' privacy is one of your .... as a digital citizen.
   a. rights b. responsibilities c. piracy d. credibility

3. 📖 The ability to engage with others online is one of your .... as a digital citizen.
   a. responsibilities b. rights c. privacy d. security

4. One of the responsibilities you have as a digital citizen is to ....
   a. ensure safe sharing online. b. respect various sources
   c. a and b d. none of the previous

5. One of your rights as a digital citizen is protection from ....
   a. sharing b. piracy c. privacy d. b and c

[الإسكندرية - المنتزه أول 2023]

6. You can access information online as this is one of your .... as a digital citizen.
   a. responsibilities b. rights c. privacy d. a and b

7. You should exhibit .... behavior in your interactions with others online.
   a. positive b. negative c. aggressive d. dangerous

8. One of the ways to respect online sources is to .... them.
   a. ignore b. credit c. download d. hack

9. You can use digital tools as .... to help others and contribute in social activities.
   a. Microsoft Word b. social media c. the EKB d. Vlaby

[الجيزة - 6 أكتوبر 2023]

10. Make sure the information you share and its purpose are ....
   a. clear b. unreliable c. personal d. harmful

11. 📖 If a site is spreading false or harmful information, you should ....
   a. proceed visiting that site b. stop visiting that site
   c. stop visiting the Internet d. all the previous

12. One of the objectives of corporate social responsibility is to ....
   a. solve environmental issues
   b. view social problems without solutions
   c. hack sites d. none of the previous

[أبناؤنا في الخارج 2023]

2 Put (✓) or (✗):

1. One of your rights as a digital citizen is privacy on the internet. (   )

[الإسكندرية - وسط 2023]

2. Protection from piracy is one of your responsibilities as a digital citizen. (   )

[الدقهلية - بلقاس 2023]

3. As a digital citizen, you have the right to use the internet whenever you want. (   )

4. Piracy is one of your rights as a digital citizen. (   )

[الإسكندرية -المنتزه أول 2023]]

5. The factors affecting climate change are considered one of the most important social issues. (   )

6. You should visit sites that spread false information. (   )

[البحيرة - الدلنجات 2023]

7. Sharing and obtaining information are part of the responsibilities that you have as a digital citizen. (   )

[الغربية - زفتى 2023]

8. Being socially responsible includes not caring about the websites you use. (   )

9. You should spread false information. (   )

[القليوبية - العبور 2023]

10. Social responsibility is expressing your opinions positively and respecting others' opinions. (   )

[الإسكندرية - إدارة وسط 2023]

11. Corporates use the internet to help others. (   )

[الإسكندرية - المنتزه أول 2023]

12. CSR is an abbreviation for corporate social responsibility. (   )

3 Complete the missing parts using the words between the brackets:

(fighting pollution – Privacy – positive - CSR – Respecting others' privacy)

1. .... is one of your rights as a digital citizen.
2. .... is one of your responsibilities as a digital citizen.
3. You should exhibit .... behavior in your interactions with others.
4. We have social responsibility to help solve social issues, such as ....
5. .... means that companies support others by supporting important causes.

Exercises on Lesson 4

1 Choose the correct answer:

1. Reliable online libraries include .... [الجيزة - 6 أكتوبر 2023]
   a. Alexandria Digital Library　　b. EKB
   c. blogs　　d. a and b

2. .... provides one of the largest collections of online educational resources all over the world.
   a. The EKB　　b. Wikipedia
   c. ADL　　d. None of the previous

3. The EKB and ADL websites have a specialized .... [البحيرة - دمنهور 2023]
   a. personal information　　b. search engine
   c. browser　　d. none of the previous

4. Alexandria Digital Library and Egyptian Knowledge Bank are .... libraries. [الإسكندرية - المنتزه أول 2023]
   a. online　　b. offline　　c. untrusted　　d. a and b

5. .... help you to save time and find information easily.
   a. Contacts　　b. Menus　　c. URLs　　d. Posts

6. You can click on the .... field to reach other sections or webpages.
   a. Icons　　b. Menus　　c. About　　d. Contact

7. One of the features of EKB website is that it .... [أبناؤنا في الخارج 2023]
   a. contains few sources　　b. is free to use for all Egyptians
   c. contains unreliable sources　　d. all the previous

8. Egyptian Knowledge Bank has content suitable for ....
   a. children only　　b. teachers only　　c. students only　　d. all ages

9. .... field includes short pieces of information about the website.
   a. Icons　　b. Menus　　c. About　　d. Homepage

10. The first screen a visitor will see when visiting your site is called the ....
    a. Menus　　b. Homepage　　c. Contacts　　d. About

[الإسكندرية - شرق 2023]

Theme 3

11 The software that is used to create websites is .... [الإسكندرية - شرق 2023]
a. WordPress b. EKB c. ADL d. PowerPoint

12 When you start creating your website, you can choose ....
a. a pre-loaded template b. a blank template
c. a and b d. none of the previous

2 Put (✓) or (✗):

1 The Alexandria Digital Library is one of the unreliable online sources. ( )
2 EKB includes articles, dictionaries, encyclopedias, and videos. ( )
3 EKB is considered one of the unreliable online sources. [الجيزة - الهرم 2023] ( )
4 EKB allows free access to all Egyptian citizens. ( )
5 Helpful websites have search engines inside the website. ( )
6 You can't download files from the EKB website. [القليوبية - العبور 2023] ( )
7 The EKB offers material that is subject to copyrights. [الإسكندرية - المنتزه أول 2023] ( )
8 The "About" field includes short pieces of information about the website. ( )
9 The EKB has safe and reliable resources. [الفيوم - إدارة شرق 2023] ( )
10 It is recommended to make your site visually appealing and user-friendly. ( )
11 Website menus waste more time when you search for information. ( )
12 To create websites, you can use software programs like WordPress. ( )
[الإسكندرية - وسط 2023]

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 EKB	a. Click on it to reach other sections or webpages.
2 Icon	b. You can choose it, when you start creating your website.
3 Menu	c. Save your time when you are looking for general information.
4 WordPress	d. It's a software that is used to create websites.
5 A blank template	e. It contains reliable and accurate resources.

1 .... 2 .... 3 .... 4 .... 5 ....

Exercises on Lesson 5

1 Choose the correct answer:

1. The websites can be divided into .... websites. [القاهرة - المستقبل 2023]
   a. commercial b. non-commercial
   c. all the previous d. none of the previous

2. .... is an example of a commercial website. [الغربية - زفتى 2023]
   a. EKB b. Amazon c. WhatsApp d. ADL

3. Commercial websites often include ....
   a. customer reviews b. scientific materials
   c. news articles d. none of the previous

4. The purpose of non-commercial websites is to .... [البحيرة - دمنهور 2023]
   a. sell products b. raise awareness
   c. provide information d. b and c

5. The purpose of commercial websites is to ....
   a. provide information b. raise awareness
   c. sell products d. none of the previous

6. Reviews help .... decide if they want to buy a product or not.
   a. customers b. businesses c. a and b d. none of the previous

7. .... is an example of non-commercial websites. [الدقهلية - بلقاس 2023]
   a. EKB b. Amazon c. Jumia d. Noon

8. .... reviews include positive reviews written by businesses to make their products more appealing.
   a. Personal b. Fake c. General d. Trusted

9. .... are usually used to get information about a product.
   a. Reviews b. Advertisements c. EKB d. a and b

10. Websites can use information about the sites you visit to show............ about your interests.
    a. reviews b. advertisements c. information d. feedback

11. If someone writes a comment that says, "It is a very bad product; I wish I could evaluate it with zero!", this is considered a .... comment.
    a. positive b. negative
    c. none of the previous d. all the previous

12. Your friend bought one of the football equipment from Amazon, which means he used a .... site. [أبناؤنا في الخارج 2023]

a. social
b. non-commercial
c. commercial
d. educational

2 Put (✓) or (✗):

1. The purpose of non-commercial websites is to sell products or services, such as Amazon. [الإسكندرية - وسط 2023] (   )
2. Websites are classified into commercial or non-commercial sites. (   )
3. The EKB is an example of a commercial website. (   )
4. Commercial websites often include customer reviews. [البحيرة-دمنهور 2023] (   )
5. Some rival businesses write negative reviews on their competitors' sites. [الإسكندرية - المنتزه أول 2023] (   )
6. A review that's overly positive or negative should be trusted. (   )
7. Amazon is an example of commercial websites. [دمياط 2023] (   )
8. Reviews can affect the products and services positively or negatively. (   )
9. Extreme reactions to a product often indicate its true value. (   )
10. We should depend on fake reviews when evaluating products. (   )
11. Customers' reviews are useful for developing a company's products. (   )
12. We can buy products online from non-commercial websites. (   )

3 Classify the following websites into commercial or non-commercial internet services:

Website	Commercial	Non-Commercial
ADL		
Amazon		
The Ministry of Education		
EKB		
Jumia & Noon		

Exercises on Lesson

1 Choose the correct answer:

1. .... is a web browser that comes with Microsoft Windows.
   a. Microsoft Edge b. Microsoft Word
   c. Google Chrome d. PowerPoint

[الجيزة - الهرم 2023] [الإسكندرية - شرق 2023] [الدقهلية - بلقاس 2023]

2. The .... feature in Microsoft Edge organizes research in one place and on multiple devices.
   a. Search b. Collections c. Chat d. Editor

[الأزهر الشريف 2023]

3. .... is a web browser that can help you to browse, search, stream, and more.
   a. Microsoft Editor b. Microsoft Edge
   c. Microsoft Word d. Microsoft Paint

[الإسكندرية - المنتزه ثان 2023]

4. Using the "Collections" feature in Microsoft Edge, you can add ....
   a. videos b. images c. text d. all the previous

[الإسكندرية - المنتزه أول 2023]

5. You can .... each collection to other apps, such as MS Word.
   a. import b. export c. download d. upload

6. To start a collection in Microsoft Edge, you can select ....
   a. Start New Collection b. New Webpage
   c. New File d. New Slide

7. You can use .... to check for spelling and grammar errors.
   a. Microsoft Editor b. Microsoft Excel
   c. Microsoft Word d. Collections feature

[أبناؤنا في الخارج 2023]

8. You can add .... using the "Collections" feature in Microsoft Edge.
   a. webpages b. links c. notes d. all the previous

9. Microsoft Editor .... problems, such as incorrect words.
   a. corrects b. highlights c. deletes d. ignores

10. Select the .... in Word's toolbar, or in the browser, to review possible grammar and spelling errors.
   a. Editor icon b. Watermark icon
   c. Review menu d. Layout menu

Lesson 6

2 Put (✓) or (✗):

1. Browsers can help you search for and view videos online. (   )

[الإسكندرية - المنتزه أول 2023]

2. "Collections" feature is used to check for spelling and grammar errors. (   )

3. Microsoft Edge is the web browser that comes with Microsoft Windows. (   )

[الإسكندرية - وسط 2023]

4. You can add entire webpages to Microsoft Edge collections. (   )
5. Microsoft Editor is used to check for spelling and grammar errors. (   )
6. You cannot export a collection to Excel or Word. (   )

[الإسكندرية - العامرية 2023]

7. Microsoft Editor corrects the spelling errors automatically without your intervention. (   )
8. Microsoft Editor highlights writing problems, such as capitalization errors. (   )

3 Complete the missing parts using the words between the brackets:

(Microsoft Edge – incorrect punctuation – Microsoft Windows – Microsoft Editor - Sentence fragments)

1. .... is a browser that can help you browse, search, and stream.
2. Some applications, like Microsoft Edge come with ....
3. .... is used to make suggestions to correct errors.
4. .... and .... are examples of writing problems.

Test Yourself on Lessons 5&6

1 Choose the correct answer:

1. Microsoft Edge is a/an .... that comes with Microsoft Windows.
   a. search engine b. web browser c. antivirus d. EKB
2. Reviews help customers decide if they want to .... a product or not.
   a. sell b. buy c. check d. a and b
3. .... is a tool for editing and checking for spelling and grammar.
   a. Microsoft Editor b. Microsoft Edge c. WordPress d. Collections
   [دمياط 2023]
4. The purpose of .... websites is to sell products or services.
   a. commercial b. non-commercial c. share d. libraries
   [الإسكندرية - العامرية 2023]
5. Rivals may post .... reviews on competitors' sites to prevent potentia customers from making a purchase.
   a. positive b. fake c. grateful d. supportive

2 Put (✓) or (✗):

1. Google Chrome is the web browser that comes with Microsoft Windows (
2. Amazon is a commercial website. (
   [الجيزة - الهرم 2023]
3. The purpose of commercial websites is to share knowledge. (
4. Microsoft Edge doesn't allow you to export a collection to Excel and Word. (
   [الإسكندرية - وسط 2023]
5. Microsoft Editor highlights writing problems, such as capitalization errors. (

3 Complete the missing parts using the words between the brackets:

(reviews - digital library – Amazon – raise awareness – Editor)

1. We can buy a new book from ....
2. To check writing errors, choose the .... icon from the Word toolbar.
3. Positive .... encourage customers to buy a product.
4. A .... is a non-commercial website.
5. The purpose of non-commercial sites is to provide information o .... about an issue.
   [الغربية - زفتى 2023]

February Revision ① Summary

Lesson 2

Digital Citizenship

- As a digital citizen, you have both rights and responsibilities.

Rights:



1. Privacy
2. Protection from piracy
3. Ability to engage with others online
4. Provide and access information online
5. Ability to use the internet when you need to.

Responsibilities:




1. Respect others' privacy.
2. Respect various sources.
3. Exhibit positive behavior in your interactions with others
4. Ensure safe sharing online.

Social Responsibility

- **You can use the internet to:**
  1. help others via social media.
  2. contribute in social activities that help solve social issues, like:
     1- Improving health care
     2- Fighting pollution
     3- Fighting the factors affecting climate change

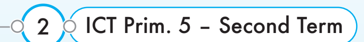
Corporate Social Responsibility



- **Companies use the internet to help others by:**
  1. addressing environmental concerns
  2. supporting important causes.
- Many companies include CSR tasks as part of their business plans.

Remember:

- Express your opinions in a positive way.
- Be sure that information sources are accurate and easy to understand.
- Don't spread false information.



- If a site is spreading false or harmful information, stop visiting that site.
- Make sure the information you share and its purpose are clear.



Lesson 4

There are reliable online libraries, such as:

1. The EKB
2. The Alexandria Digital Library

The Egyptian Knowledge Bank (EKB) offers:

- **The world's largest collection of online educational resources including:**
  - Articles
  - Dictionaries
  - Encyclopedias
  - Books
  - Videos
  - Audios
  - Interactive files



- Free access for all Egyptian citizens.
- Content suitable for all ages.
- Safe and accurate sources.
- Files can be downloaded to your device.
- Material that is subject to copyright.

Helpful Website Features

- **Helpful websites may contain:**
  1. Search engines inside the website(EKB and ADL have specialized search engines).
  2. Menus: They help you to avoid scrolling and save time.
  3. Icons: When clicked, they move you to other sections or webpages.
  4. Contact and about fields: To learn more about the people involved in a website.
  5. About links: Contain taglines "pieces of information" summarizing the website's theme.

Website Creation

- Software programs like WordPress are used to create websites.
- Choose a blank template or pre-loaded templates.
- Consider the photos, videos, and font size/type.
- A homepage: It is the first screen a visitor will see when visiting your site.



① Commercial Websites	② Non-Commercial Websites
Purpose	
To sell products or services.	To provide information or raise awareness on an issue.
Example	
Amazon website 	Egyptian Knowledge Bank  Egyptian Knowledge Bank بنك المعرفة المصري

We can get information about any product from

- ① **Reviews**
- ② **Advertisements**

① Reviews:

- Customer reviews, which can be helpful to both the business and the customer.
- Some businesses create fake positive reviews to make their products more appealing.
- Some rival businesses create fake negative reviews to prevent potential customers from making a purchase.
- A review that's overly positive or negative shouldn't be trusted.
- Extreme reactions to products aren't usually good indicators of a product.

② Advertisements:



- Websites can use information about your online activity to place advertisements, related to your interests.

Lesson 6

- Microsoft Edge is the web browser that comes with Microsoft Windows
- It helps you browse, search, stream, and more.

The Collections feature in Microsoft Edge

- It organizes research in one place and on multiple devices.
- You can add videos, images, text, links, notes, and entire webpages.
- You can export each collection to other apps, such as Excel and Word.
- To start a collection:
- Select Collections on the Toolbar → Select Start a New Collection.

Writing Help – Microsoft Editor

- Microsoft Editor is used to check for spelling and grammar.



Microsoft Editor will highlight problems, such as

- Capitalization errors
- Sentence fragments
- Missing or incorrect words and punctuation





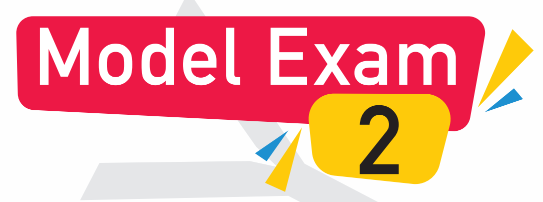


1 Choose the correct answer:

1. ★ Personal protective equipment (PPE) includes .... and disposable gloves.
   a. facemasks b. PPE c. GPS d. hashtag
2. One of your rights as a digital citizen is protection from ....
   a. sharing b. piracy c. privacy d. b and c
3. Before sharing sources with others, you must be sure that they are ....
   a. old b. fake c. accurate d. untrusted
4. ★When communicating with a peer you don't know well, be sure to use their full ....
   a. first name b. nickname c. abbreviation d. a and b
5. The EKB and ADL websites have a specialized ....
   a. personal information b. search engine
   c. browser d. none of the previous
6. You should exhibit .... behavior with others online.
   a. positive b. negative c. VPN d. unkind
7. The purpose of non-commercial websites is to ....
   a. sell products b. raise awareness
   c. provide information d. b and c
8. .... is a web browser that can help you to browse, search, stream, and more.
   a. Microsoft Editor b. Microsoft Edge
   c. Microsoft Word d. Microsoft Paint

2 Put (✓) or (✗):

1. In Microsoft Edge, you cannot export a collection to Excel or Word. ( )
2. Commercial websites often include customer reviews. ( )
3. ★ Using emojis in a message shows the tone and emotion. ( )
4. The EKB offers material that is subject to copyrights. ( )
5. ★ You must use positive words when communicating online with others. ( )
6. One of your rights is protection from piracy. ( )
7. You should visit sites that spread false information. ( )



1 Choose the correct answer:

1. ★ Ms. Keiner used an app called ………………… to collect data about PPE litter.
   a. the Debris Tracker b. Zoom c. Skype d. MS Word
2. Digital citizenship means you have rights, such as your …………………
   a. privacy b. location c. keyboard d. piracy
3. ★ Make sure the information you share is …………………
   a. personal b. jokes c. clear d. untrusted
4. The first screen a visitor will see when visiting your site is called the ……………
   a. Menus b. Homepage c. icons d. contacts
5. ★ When you communicate with a responsible person, you should ………………
   a. write vaguely b. avoid making jokes c. use nicknames
   d. use more emojis
6. The websites can be divided into ………………… websites.
   a. commercial b. non-commercial
   c. a and b d. none of the previous

7 Using the «Collections» feature in Microsoft Edge, you can add ....

a. videos b. images c. text d. all the previous

8 .... is used to make suggestions to correct errors in writing.

a. Microsoft Edge b. Microsoft Windows
c. Microsoft Editor d. Microsoft Excel

2 Put (✓) or (✗):

1 ★ The Debris Tracker is a free app that can be downloaded from a mobile phone. (   )

2 ★ Be casual in tone when communicating online with a person of authority. (   )

3 To create websites, you can use software programs like WordPress. (   )

4 A helpful website has a search engine inside the website. (   )

5 The purpose of non-commercial websites is to sell products or services, such as Amazon. (   )

6 Some apps, like Microsoft Edge come with Microsoft Windows. (   )

7 The «About link» field includes short pieces of information about the website. (   )

Model Exam 3

1 Choose the correct answer:

1 One of the features of the EKB website is that it ....

a. contains unreliable sources b. contains few sources
c. is free to use for all Egyptians d. none of the previous

2 The software that is used to create websites is ....

a. EKB b. ADL c. WordPress d. Microsoft Word

3 Your friend bought sporting clothes from Amazon, which means he used a/an .... site.

a. non-commercial b. educational
c. governmental d. commercial

4 ★ Nonverbal communication doesn't show ....

a. posture b. eye contact c. gestures d. all of the previous

5 Respecting others' privacy is one of your .... as a digital citizen.

a. piracy b. rights c. technology d. responsibilities

6 One of the objectives of corporate social responsibility is to ....

a. hack sites b. solve environmental issues

c. view social problems without solutions d. none of the previous

7 ★ Ms. Keiner used the .... (#trackingppe) on Twitter and Instagram.

a. posts b. tag c. hypertext d. hashtag

8 To add content in Microsoft Edge Collections, you can select ....

a. Start New Collection b. Add Current Bage c. Ignore

d. none of the previous

2 Put (✓) or (✗):

1 ★ When communicating with a close friend, you can use nicknames. (   )

2 You can`t download files from the EKB website. (   )

3 Microsoft Edge doesn't allow you to export a collection to Excel and Word. (   )

4 Some rival businesses write negative reviews on their competitor's sites. (   )

5 ★ When you are on a video call, your emotions will be visible to everyone. (   )

6 CSR is an abbreviation for corporate social responsibility. (   )

7 Protection from piracy is one of your responsibilities as a digital citizen. (   )

Model Exam 4

1 Choose the correct answer:

1. ★ You should always use .... while communicating online.
   a. emojis b. negative words c. titles d. positive words
2. To start a collection in Microsoft Edge, you can select ....
   a. Start New Collection b. New Webpage c. New File
   d. New Slide
3. The ability to engage with others online is one of your .... as a digital citizen.
   a. privacy b. rights c. security d. responsibilities
4. ★ If you're communicating with your teacher, you should use ....
   a. his first name b. jokes c. titles d. all the previous
5. Alexandria Digital Library and Egyptian Knowledge Bank are .... libraries.
   a. online b. untrusted c. trusted d. a and c
6. You can use .... to avoid scrolling and spending too much time looking for information.
   a. URL b. Menus c. Contacts d. About
7. Websites can use information about the sites you visit to show .... about your interests.
   a. reviews b. advertisements c. information d. rival business
8. The .... feature in Microsoft Edge organizes research in one place and multiple devices.
   a. Search b. Collections c. Chat d. Editor

2 Put (✓) or (✗):

1. You can add entire Webpages to Microsoft Edge collections. (   )
2. A review that's overly positive or negative should be trusted. (   )
3. EKB is considered one of the unreliable online sources. (   )

4 ★ When you are on a video call, your feelings are invisible. ( )

5 Ensure safe sharing online is one of your responsibilities. ( )

6 ★ Ms. Keiner used video chat to encourage her followers to collect PPE. ( )

7 Microsoft Editor corrects the spelling errors automatically without your intervention. ( )

Model Exam 5

1 Choose the correct answer:

1 ★ Debris tracker is connected with .... to send location data.
a. GPS b. GPR c. tracker d. PPE

2 Microsoft Edge is a .... that helps you in browsing, search and watch videos.
a. search engine b. browser c. hashtag d. icon

3 Egyptian Knowledge Bank provides educational resources, such as ....
a. encyclopedias b. books
c. dictionaries d. all of the previous

4 When you start creating your website, you can choose ....
a. a pre-loaded template b. a blank template c. a or b
d. none of the previous

5 You can find secure and verified information in ....
a. digital libraries b. digital blogs c. Wikis d. Facebook

6 ★ Online communication can be positive when you ....
a. use positive words b. assume the best c. avoid negative words
d. all of the previous

7 One of the ways to respect online sources is to .... them.
a. ignore b. credit c. download d. hack

8 You can add .... using the «Collections» feature in Microsoft Edge.
a. webpage b. links c. notes d. all the previous

2 Put (✓) or (✗):

1. Microsoft Editor highlights writing problems, such as capitalization errors. ( )
2. As a digital citizen, you have the right to use the internet whenever you want. ( )
3. One of your rights as a digital citizen is privacy on the internet. ( )
4. Customers` reviews are not useful for developing a company`s products. ( )
5. Some reviews may not be entirely fake, but they may be misleading. ( )
6. Commercial websites include customer reviews, which can be helpful to both the business and the customer. ( )
7. Companies also use the internet to help others by addressing environmental concerns and supporting important causes. ( )

Answers

Model Exam 1

1

1 a　2 b　3 c　4 a
5 b　6 a　7 d　8 b

2

1 ✗　2 ✓　3 ✓　4 ✓
5 ✓　6 ✓　7 ✗

Model Exam 2

1

1 a　2 a　3 c　4 b
5 b　6 c　7 d　8 c

2

1 ✓　2 ✗　3 ✓　4 ✓
5 ✗　6 ✓　7 ✓

Model Exam 3

1

1 c　2 c　3 d　4 d
5 d　6 b　7 d　8 b

2

1 ✓　2 ✗　3 ✗　4 ✓
5 ✓　6 ✓　7 ✗

Model Exam 4

1

1 d　2 a　3 b　4 c
5 d　6 b　7 b　8 b

2

1 ✓　2 ✗　3 ✗　4 ✗
5 ✓　6 ✗　7 ✗

Model Exam 5

1

1 a　2 b　3 d　4 c
5 a　6 d　7 b　8 d

2

1 ✓　2 ✓　3 ✓　4 ✗
5 ✓　6 ✓　7 ✓

Accumulative Test

On Lessons 1, 2,3,4,5 & 6



1 Choose the correct answer from a, b, c or d.

1. Ms. Keiner took a photo of the .... and recorded exactly where she found it.
   a. buildings   b. litter   c. trees   d. playgrounds

2. .... help customers decide if they want to buy a particular product or not.
   a. Piracy   b. Reviews   c. Privacy   d. Competitors

3. 🕮 The Egyptian Knowledge Bank is .... website.
   a. reliable   b. not reliable   c. not accurate   d. none of them

4. Stop visiting sites that spread false or harmful information is considered ....
   a. digital citizen   b. social responsibilities
   c. respect the others   d. commercial

5. When communicating in writing with the person of authority or a teacher online, be polite, use the titles and avoid ....
   a. titles   b. greetings   c. joking style   d. formal style

2 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. 🕮 Peg Keiner launched the hashtag #wastetracker on Twitter. (   )
2. Twitter and Instagram are common social media platforms. (   )
3. You can use one or two emoji in the formal situation. (   )
4. Sharing safe content with others is one of the responsibilities of digital citizens. (   )
5. The Alexandria Digital Library, and the Egyptian Knowledge Bank are not examples of reliable online libraries. (   )



يمكنك المراجعة باستمرار (تراكمية)
من خلال الصفحة السابقة.

Monthly Assessments





February Test

1 Choose the correct answer from a, b, c or d.

1. From your rights as a digital citizen ....
   - a. protection from piracy
   - b. ability to use the internet
   - c. privacy
   - d. all of them
2. The abbreviations or nicknames are only appropriate between ....
   - a. close friends
   - b. teachers
   - c. doctors
   - d. none of them
3. The purpose of commercial websites is ....
   - a. sell products or services
   - b. providing information
   - c. employment
   - d. none of them
4. You can also .... each collection to other apps such as Excel and Word.
   - a. print
   - b. import
   - c. delete
   - d. export
5. The .... will highlight words or phrases which may be incorrect and suggest alternatives to help you edit your text.
   - a. editor
   - b. export
   - c. collections
   - d. edge
6. It's important to be .... when communicating online.
   - a. negative
   - b. positive
   - c. positive and negative
   - d. none of them
7. .... allow you to view maps digitally.
   - a. Online Maps
   - b. Online Museums
   - c. Online Libraries
   - d. Online Shopping

2 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Companies also use the internet to help others, by addressing environmental concerns or supporting important causes. (   )
2. From the disadvantages of The Egyptian Knowledge Bank (EKB) is free access for all Egyptian citizens. (   )
3. EKB is an example of a commercial website. (   )
4. A review that's overly positive or negative shouldn't be trusted. (   )
5. You can get the Editor online extension to use this tool when you do searches or write emails. (   )
6. The presentation font size should be difficult to read. (   )
7. We should depend on fake reviews when evaluating products and services. (   )
8. You can use the internet to help others via social media. (   )



Lesson 02 Digital citizenship and social responsibility



Digital citizenship

- As a digital citizen you have:

Rights | **Responsibilities**



Rights

1- Privacy
2- Protection from piracy
3- Ability to engage with others online
4- Provide and access information online
5- Ability to use the internet when you need to





Responsibilities

1- Respect others' privacy
2- Respect various sources
3- Exhibit (show) positive behavior in interactions with others
4- Ensure safe sharing online

Social responsibility

- You can use the internet to:
  1- Help others via social media
  2- Contribute in social activities that help solve social issues like:

Improving health care, fighting pollution and the factors affecting climate change.



Remember

1- Express your opinions in a positive way.
2- Think about how to communicate with people in person, and respect their opinions.
3- Be sure that information sources about a cause(like videos or articles), are accurate and easy to understand.
4- Don't spread false information.
5- Make sure the information you share and its purpose are clear.

6- Being socially responsible also includes being mindful of the websites you use.
7- If a site is spreading false or harmful information, stop visiting that site.

Corporate social responsibility



- Companies also use the internet to help others.
1- By addressing environmental concerns.
2- By supporting important causes.
- This is called corporate social responsibility (CSR).

Today, many companies include CSR tasks as part of their business plans



Lesson 04 Information websites

Reliable online libraries

1- The Alexandria Digital Library (ADL)



2- The Egyptian Knowledge Bank (EKB)





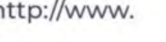
The Egyptian Knowledge Bank (EKB)

EKB offers the world's largest collection of online educational resources, including:

1- Articles 2- Dictionaries 3- Encyclopedias 4- Books
5- Video 6- Audio 7- Interactive files

- Content suitable for all ages.
- Safe and accurate sources.
- Free access for all Egyptian citizens.
- Files can be downloaded to your device.
- Material that is subject to copyright.

Helpful website features



1- Search engines inside the website:

- They are found directly within a web page
- They provide results based on what you type in the field.
- The EKB and ADL content have specialized search engines.

2- Icons: They can be clicked to reach other sections or webpages.

3- Menus:




- They help you to find information.
- They help you to avoid scrolling too much time.
- They include clear titles and content information.

4- Contact and About fields:

- They are easy to find, so visitors can contact or learn more about the *people involved in a website*.

About link include taglines (information to provide an overall theme of the website)

Website Creation

➢ Software programs like WordPress are used to create websites.

- When you start creating your website:

1- you can choose a blank template or choose one of the software's pre-loaded templates.

2- Once you choose a template to work with, you will be able to access free design tools to create your website.



- **Note:**

1- Be sure to consider the photos and videos, and font size/type.

2- You want your site to be user friendly and visually appealing.

3- A home page is the first screen a visitor will see when visiting your site.



Lesson 05 Commercial and non-commercial internet services

Types of websites



Commercial websites



- The purpose: to sell products or services.

- Example: Amazon

Non- commercial websites

- The purpose: to provide information or raise awareness on an issue.

- Example: EKB – ADL

– Commercial Websites

- We can get information about a product by:

1- Reviews 2- Advertisements.



- Reviews help business (company): to develop products.
- Reviews help customers: to decide if they want to buy a particular product or not.

Fake reviews

- A business wants to make their product seem more appealing, So, they write their own positive reviews or have family or friends do it.

2- Sometimes a rival business will post negative reviews under a false name on their competitors' sites to prevent potential customers from making a purchase.





NOTE

1- Some reviews may not be entirely fake, but they may be misleading.

2- A review that's overly positive or negative shouldn't be trusted.

3- Extreme reactions to products aren't usually good indicators about a product or service's true value.

Advertisements

- Websites can use information about the sites you visit to place advertisements, that are geared towards your:

1- Interests 2- Geographic location 3- Age 4- Gender





Lesson 06 Using ICT for content creation

- Microsoft Edge is the web browser that comes with Microsoft Windows.
- The browser can help you browse, search, stream and more.

The Collections feature in Microsoft Edge

- It organizes research in one place and on multiple devices.
- You can start a collection for each new project or assignment.
- Within each collection, you can add:

1- Entire web pages 2- Individual videos 3- Text
4- Images (including charts and graphs) 5- Links 6- Notes

- You can also export each collection to other apps such as Excel and Word.

To start a collection:



1- Select Collections on the toolbar.
2- Select Start a New Collection.
3- Type the title of your collection in the box.
4- Add content by selecting Add current page.
5- Drag an image into the collection.
6- Select text or links and drag them into a collection.

Writing help - Microsoft Editor

- You can use Microsoft Editor to check for spelling and grammar.
- The editor will highlight problems such as:
  1- Capitalization errors 2 - sentence fragments
  3- Missing or incorrect words and punctuation
- The editor makes a suggestion to correct each error.

And you decide whether to accept or ignore each suggestion.

- Other tools (or Refinements) such as:

- Punctuation convention and vocabulary are also available.
- Select the Editor icon in (Word/ the browser) toolbar.
- To review possible grammar and spelling errors and refinements to improve clarity, formality, and conciseness

- NOTE: You can get the Editor online extension
  - To use this tool when you do searches or write emails.





Question 01 — Read and Choose the Correct answer

1. Being socially responsible includes being mindful of the .... we use.
   - (a) websites
   - (b) printer
   - (c) paper
2. The ability to engage with others online is one of my .... as a digital citizen.
   - (a) rights
   - (b) responsibilities
   - (c) piracy
3. Respect others' privacy is one of your .... as a digital citizen.
   - (a) rights
   - (b) responsibilities
   - (c) piracy
4. When you use online sources, be sure that information is ....
   - (a) accurate
   - (b) unreliable
   - (c) Difficult to understand
5. You shouldn't spread .... Information when using the internet.
   - (a) good
   - (b) right
   - (c) false
6. Digital citizenship means you have rights, such as your ....
   - (a) privacy
   - (b) tasks
   - (c) piracy
7. One of your rights as a digital citizen is protection from ....
   - (a) sharing
   - (b) piracy
   - (c) privacy
8. Accessing information online is one of your .... as a digital citizen.
   - (a) rights
   - (b) responsibilities
   - (c) piracy
9. You can use the internet to contribute in social activities that help solve social issues like ....
   - (a) climate change
   - (b) fighting pollution
   - (c) both of them
10. Express your opinions in a .... is one of social responsibility.
    - (a) positive way
    - (b) negative way
    - (c) both a and b
11. You should stop visiting websites that publish .... information.
    - (a) reliable
    - (b) accurate
    - (c) fake



12. You can use the internet via .... to help others and contribute in social activities.
    a) Vlaby b) social media c) EKB

13. Companies help others by addressing environmental concerns or supporting important causes, this is called ....
    a) PPE b) CSR c) GPR

14. The Egyptian Knowledge Bank includes ....
    a) books b) encyclopedias c) both a and b

15. The EKB and ADL websites have a specialized ....
    a) personal information b) search engine c) browser

16. Reliable online libraries include ....
    a) ADL b) EKB c) both a and b

17. Safe and accurate sources are from the advantages of ....
    a) EKB b) PPE c) school e-library

18. Alexandria Digital Library and Egyptian Knowledge Bank are .... libraries.
    a) online b) offline c) untrusted

19. The first screen a visitor will see when visiting your site is called the ....
    a) Menus b) Homepage c) About

20. .... help(s) you to avoid scrolling too much time looking for general information.
    a) Contact field b) About link c) Menus

21. You can click on the .... field to reach other sections or webpages.
    a) Icons b) About c) Contact

22. Egyptian Knowledge Bank has content suitable for ....
    a) children only b) teachers only c) all ages

23. The software that is used to create websites is ....
    a) WordPress b) EKB c) PowerPoint

24. When you start creating your website, you can choose ....
    a) a pre-loaded template b) a blank template c) both a and b

25. The websites can be divided into ....
    a) commercial website b) non-commercial website c) both a and b



26. The purpose of non-commercial websites is to ....
   - (a) provide information
   - (b) raise awareness
   - (c) all the previous

27. The purpose of commercial websites is to ....
   - (a) sell products or services
   - (b) education
   - (c) raise awareness

28. .... is an example of commercial websites.
   - (a) ADL
   - (b) Amazon
   - (c) EKB

29. .... is an example of non-commercial websites.
   - (a) EKB
   - (b) Amazon
   - (c) Jumia

30. Your friend bought one of the football equipment from Amazon, which means he used a .... site.
   - (a) educational
   - (b) commercial
   - (c) non-commercial

31. The aim of negative reviews of a business is to .... potential customers from making a purchase.
   - (a) encourage
   - (b) support
   - (c) prevent

32. .... are usually used to get information about a product.
   - (a) Reviews
   - (b) Advertisements
   - (c) Both a and b

33. Websites often put .... that match your interests, geographic location, age, and gender.
   - (a) jokes
   - (b) advertisements
   - (c) comments

34. Reviews help .... decide if they want to buy a particular product or not.
   - (a) customers
   - (b) businesses
   - (c) both of them

35. .... reviews include positive reviews written by businesses to make their products seem more appealing.
   - (a) Trusted
   - (b) Fake
   - (c) General

36. .... is a web browser that comes with Microsoft Windows.
   - (a) Google chrome
   - (b) Microsoft Word
   - (c) Microsoft Edge

37. You can use .... to check for spelling and grammar.
   - (a) Microsoft Editor
   - (b) Microsoft Excel
   - (c) Microsoft Windows

38. We can also export each collection to other apps such as ....
   - (a) Microsoft Word
   - (b) Microsoft Excel
   - (c) Both a and b



39. You can add .... using the "collection" feature in Microsoft Edge.
    - (a) videos
    - (b) links
    - (c) Both a and b
40. Microsoft Editor .... problems, such as incorrect words.
    - (a) deletes
    - (b) highlights
    - (c) ignores
41. The Editor icon is in Word's ....
    - (a) toolbar
    - (b) Scroll bar
    - (c) keyboard
42. To start a collection in Microsoft Edge you can Select ....
    - (a) Start new collection
    - (b) New webpage
    - (c) New file
43. You can .... each collection to other apps such as Excel and Word.
    - (a) import
    - (b) export
    - (c) print
44. Select the .... in Word's toolbar or in the browser's toolbar to review possible grammar and spelling errors.
    - (a) Layout menu
    - (b) Watermark icon
    - (c) Editor icon
45. The .... feature in Microsoft Edge organizes research in one place and on multiple devices.
    - (a) Search
    - (b) Collections
    - (c) Chat

Question 02 put " true " or " false "

1. You can use the internet to help others via social media. ( )
2. Being socially responsible includes don't care of the websites you use. ( )
3. Exhibiting positive behaviour in interactions with others is one of the responsibilities. ( )
4. One of social issues improving health care. ( )
5. Crediting source is not important when sharing the information via internet. ( )
6. Corporates use the internet to help others. ( )
7. One of my Responsibilities as a digital citizen is the protection from piracy. ( )
8. One of your rights is to use content's others without their permission. ( )
9. CSR is an abbreviation for corporate social responsibility. ( )
10. One of your rights as a digital citizen is privacy on the internet. ( )



11. You should spread false information. ( )
12. The ability to use the internet when you need is one of the responsibilities as a digital citizen. ( )
13. Make sure that the information you share and its purpose are clear ( )
14. From social responsibilities, respect other's privacy. ( )
15. Helpful websites have search engines inside the website. ( )
16. The content of the EKB is suitable for children only. ( )
17. The Alexandria Digital Library is considered one of the unreliable online sources. ( )
18. EKB offers material that is subject to copyright. ( )
19. You can't download files on your device from EKB. ( )
20. It is recommended to make your site visually appealing and be user friendly. ( )
21. EKB offers the world's largest collection of online educational resources. ( )
22. Website menus waste more time when you search for information. ( )
23. Menus can't help you to find information. ( )
24. To create websites, you can use software programs like WordPress. ( )
25. Menus include clear titles and content information. ( )
26. The EKB has safe and reliable resources. ( )
27. The "About" link includes short pieces of information about the website. ( )
28. EKB and ADL are considering unreliable online libraries. ( )
29. EKB includes articles, dictionaries, encyclopedias, books and videos ( )
30. Commercial websites often include customer reviews. ( )
31. The purpose of non-commercial websites is to sell products or services. ( )
32. Amazon is an example of commercial websites. ( )
33. Some rival businesses write negative reviews on their competitors' sites. ( )
34. We can buy products online from non-commercial websites. ( )
35. A review that's overly positive or negative should be trusted. ( )

36. Extreme reactions to products are usually good indicators about a product's true value. (   )
37. Reviews can affect the products and services positively or negatively. (   )
38. Reviews can't help customers to decide if they want to buy a particular product or not. (   )
39. The EKB is an example of a commercial website. (   )
40. We shouldn't depend on fake reviews when evaluating products. (   )
41. Customers reviews are useful for developing a company's products (   )
42. Microsoft Edge is the web browser that comes with Microsoft Windows. (   )
43. Google Chrome is one of the browsers that comes with Microsoft Windows. (   )
44. Browsers can help you search and view videos online. (   )
45. You can't export a collection to Excel or Word. (   )
46. You can't add videos or links within a collection in Microsoft Edge. (   )
47. You can start a collection for each new project or assignment. (   )
48. You can add entire webpages to Microsoft Edge collections. (   )
49. Microsoft Edge corrects the spelling errors automatically without your intervention. (   )
50. Microsoft Editor highlights problems, such as capitalization errors. (   )

انتهت الأسئلة مع أطيب الامنيات بالنجاح والتوفيق

Lesson	Choose the correct answer	Put (T) or (F)
Theme 3 Lesson 2	From Q1 to Q13	From Q1 to Q14
Theme 3 Lesson 4	From Q14 to Q24	From Q15 to Q29
Theme 3 Lesson 5	From Q25 to Q35	From Q30 to Q41
Theme 3 Lesson 6	From Q36 to Q45	From Q42 to Q55



Please note that:

Theme 3 – Lesson 1 and Lesson 3 are enrichment (اثرائي للاطلاع فقط)

By: Mrs. Suzy Atef

Answers





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   - (c) piracy

3. Respect others' privacy is one of your .... as a digital citizen.
   - (a) rights
   - (b) **responsibilities**
   - (c) piracy

4. When you use online sources, be sure that information is ....
   - (a) **accurate**
   - (b) unreliable
   - (c) Difficult to understand

5. You shouldn't spread .... Information when using the internet.
   - (a) good
   - (b) right
   - (c) **false**

6. Digital citizenship means you have rights, such as your ....
   - (a) **privacy**
   - (b) tasks
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    - (b) Collections
    - (c) Chat

Question 02 put " true " or " false "

1. You can use the internet to help others via social media. ✓
2. Being socially responsible includes don't care of the websites you use. ✗
3. Exhibiting positive behaviour in interactions with others is one of the responsibilities. ✓
4. One of social issues improving health care. ✓
5. Crediting source is not important when sharing the information via internet. ✗
6. Corporates use the internet to help others. ✓
7. One of my Responsibilities as a digital citizen is the protection from piracy. ✗
8. One of your rights is to use content's others without their permission. ✗
9. CSR is an abbreviation for corporate social responsibility. ✓
10. One of your rights as a digital citizen is privacy on the internet. ✓



11. You should spread false information. ✖
12. The ability to use the internet when you need is one of the responsibilities as a digital citizen. ✖
13. Make sure that the information you share and its purpose are clear ✔
14. From social responsibilities, respect other's privacy. ✔
15. Helpful websites have search engines inside the website. ✔
16. The content of the EKB is suitable for children only. ✖
17. The Alexandria Digital Library is considered one of the unreliable online sources. ✖
18. EKB offers material that is subject to copyright. ✔
19. You can't download files on your device from EKB. ✖
20. It is recommended to make your site visually appealing and be user friendly. ✔
21. EKB offers the world's largest collection of online educational resources. ✔
22. Website menus waste more time when you search for information. ✖
23. Menus can't help you to find information. ✖
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47. You can start a collection for each new project or assignment. ✔
48. You can add entire webpages to Microsoft Edge collections. ✔
49. Microsoft Edge corrects the spelling errors automatically without your intervention. ✖
50. Microsoft Editor highlights problems, such as capitalization errors. ✔

By: Mrs Suzy Atef

انتهت الأسئلة مع اطيب الامنيات بالنجاح والتوفيق

المحور الثالث (المواطنة الرقمية)

Theme3 Digital Citizenship

الدرس ٢: المواطنة الرقمية والمسئولية الاجتماعية
LESSON 2: Digital citizenship and social responsibility



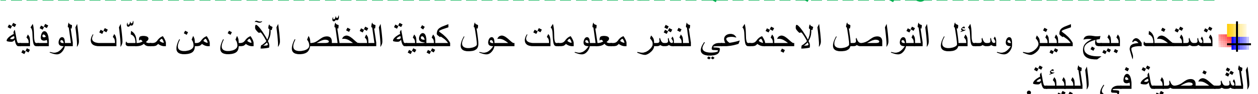
Digital citizenship المواطنة الرقمية

Responsibilities: : المسئوليات	Rights: :الحقوق
احترام خصوصية الآخرين respect others' privacy	الخصوصية privacy
احترام المصادر المتنوّعة • respect various sources	الحماية ضدّ القرصنة. protection from piracy
إظهار سلوك إيجابي في التعامل مع الآخرين exhibit positive behavior in interactions with others	القدرة على التفاعل مع الآخرين عبر الإنترنت. ability to engage with others online
الحرص على التشارك الآمن عبر الإنترنت • ensure safe sharing online	مشاركة المعلومات والحصول عليها عبر الإنترنت provide and access information online
	القدرة على استخدام الإنترنت عندما تحتاج لذلك. Ability to use the internet when you need to





Social responsibility المسئولية الاجتماعية



- تستخدم بيج كينر وسائل التواصل الاجتماعي لنشر معلومات حول كيفية التخلّص الآمن من معدّات الوقاية الشخصية في البيئة.

Peg Keiner uses social media to spread information about how to safely get rid of the problem of PPE in the environment

- يمكنك استخدام الإنترنت لمساعدة الآخرين عبر وسائل التواصل الاجتماعي، وللمساهمة في أنشطة اجتماعية تساعد في بعض القضايا الاجتماعية (مثل تحسين الخدمات الصحّية، ومكافحة التلوّث والعوامل المؤثّرة في تغيّرات المناخ...).

You can use the internet to help others via social media, and to contribute in social activities that help solve social issues (like improving health care, fighting pollution and the factors affecting climate change ...)

- عبّر عن آرائك بطريقة إيجابية، وفكّر في كيفية التواصل مع الآخرين مباشرةً، واحترام آرائهم.

Express your opinions in a positive way. Think about how you would communicate with people in person, and how to respect their opinions.

- قد تكون لديك مصادر معلومات حول موضوع أو قضية معيّنة، مثل: مقاطع فيديو أو مقالات

You may have information sources like videos or articles, about a cause.

- يجب التأكّد من أنّ المصادر دقيقة ويسهُل فهمها.

Be sure that they are accurate and easy to understand.

- اِحرص على وضوح المعلومات التي تشاركها والغرض منها.

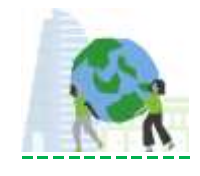
Make sure the information you share, and its purpose, are clear.

- الانتباه إلى المواقع الإلكترونية التي تستخدمها Being mindful of the websites you use
- إذا كان أحد المواقع الإلكترونية ينشر معلومات مزيَّفة أو ضارّة، سواء من خلال المحتوى الخاصّ به أو المحتوى الإعلاني الذي يتضمّنه، فتوقَّف عن زيارة هذا الموقع.

If a site is spreading false or harmful information, either through their own content or content they advertise, stop visiting that site.



المسئولية الاجتماعية للمؤسّسات
Corporate social responsibility



- تستخدم المؤسّسات الإنترنت لمساعدة الآخرين، وذلك بمعالجة القضايا البيئية، أو بتقديم الدعم للقضايا المهمّة.
- Companies also use the internet to help others, by addressing environmental concerns or supporting important causes.
- تُدرِج العديد من المؤسّسات المهامّ ذات الصلة بالمسئولية الاجتماعية ضمن خطَط أعمالها، وذلك لمساعدة المجتمعات المحلّية في كافّة أنحاء العالم.
- Many companies include social responsibility CSR - many include tasks as part of their business plans, to provide help to communities around the world.



أسئله تفاعلية اون لاين على الدرس الثانى:

https://forms.gle/2oCwSEzW6ZJC1mjg6

أسئلة على الدرس الثانى:

أولاً:أسئلة الصواب والخطأ

ضع علامة (√) أمام الجملة الصحيحة و (x) أمام الجملة الخطأ

ج	السؤال
√	١- تستخدم بيج كينر وسائل التواصل الاجتماعي لنشر معلومات حول كيفية التخلّص الآمن من معدّات الوقاية الشخصية في البيئة. Peg Keiner uses social media to spread information about how to safely get rid of the problem of PPE in the environment
√	٢- يعتبر مشاركة المعلومات والحصول عليها عبر الإنترنت من حقوقك provide and access information online is your right
x	٣- من مسئولياتك القدرة على التفاعل مع الآخرين عبر الإنترنت It is your responsibility to ability to engage with others online
√	٤- يمكنك استخدام الإنترنت لمساعدة الآخرين عبر وسائل التواصل الاجتماعي You can use the Internet to help others through social media
x	٥- من حقوقك احترام خصوصية الآخرين You have the right to respect others' privacy
√	٦- من مسئولياتك الاجتماعية التأكّد من أنّ مصادر المعلومات دقيقة ويسهُل فهمها. It is your social responsibility to ensure that sources of information are accurate and easy to understand.
√	٧- توقّف عن زيارة الموقع إذا كان ينشر معلومات مزيَّفة أو ضارّة Stop visiting the site if it spreads false or harmful information
√	٨- من مسئولياتك احترام خصوصية الآخرين It is your responsibility to respect the privacy of others
√	٩- تستخدم المؤسّسات الإنترنت لمساعدة الآخرين بمعالجة القضايا البيئية Companies use the Internet to help others by addressing environmental concerns
x	١٠- من المسئولية الاجتماعية للمؤسّسات أعطاء معلوماتها الخاصة عبر الانترنت It is the social responsibility of Companies to provide their private information online
x	١١- لا يشترط وضوح المعلومات التي تشاركها للغير The information you share is not required to be clear to others
√	١٢- من مسئولياتك إظهار سلوك إيجابي في التعامل مع الآخرين It is your responsibility to display positive behavior in dealing with others
x	١٣- القضايا الاجتماعية لمساعدة الاخرين عبر الانترنت تشمل تحسين الخدمات الصحّية، ومكافحة التلوّث فقط Social issues to help others online include improving health care and fighting pollution only

١٤- إذا لاحظت أمر غير طبيعي عند زيارتك لموقع ما عليك تصفحة بشكل جيد للتأكد من الأمر If you notice something abnormal when you visit a site, you should browse carefully to confirm it	✗
١٥- من حقوقك احترام المصادر المتنوّعة You have the right to respect various sources	✗
١٦- تنقسم المواطنة الرقمية الى حقوق ومسئوليات Digital citizenship is divided into rights and responsibilities	✓
١٧- حاول دائماً التعبِّير عن آرائك بطريقة إيجابية Always try to express your opinions in a positive way	✓
١٨- لا يجب أن تظهر سلوكًا إيجابيًا في تعاملاتك مع الآخرين You shouldn't exhibit positive behavior in interactions with others.	✗
١٩- المسئولية الاجتماعية للمؤسّسات تكون لمساعدة المجتمعات المحلّية في كافّة أنحاء العالم. The social responsibility of corporations is to help local communities around the world.	✓
٢٠- تستخدم بيج كينر وسائل التواصل الاجتماعي لنشر معلومات حول المؤسسات ودورها Peg Keiner uses social media to spread information about Companies and their role	✗
٢١- كمواطن رقمي، لديك الحق في استخدام الإنترنت وقتما تشاء. As a digital citizen, you have the right to use the internet whenever you want..	✓

ثانياً:أسئله الأختيارمن متعدد

اختر الإجابة الصحيحة من أ، ب، ج، د.

١- من حقوق المواطنة الرقمية .... Of the rights of digital citizenship..................

أ. الخصوصية Privacy

ب. الحماية ضدّ القرصنة protection from piracy

ج. القدرة على التفاعل مع الآخرين عبر الإنترنت ability to engage with others online

د. كلهم All of them ✓

٢- كل مما يلي من حقوق المواطنة الرقمية ما عدا ....
All of the following are digital citizenship rights except...

أ. الخصوصية Privacy

ب. احترام خصوصية الآخرين respect others' privacy ✓

ج. القدرة على التفاعل مع الآخرين عبر الإنترنت ability to engage with others online

د. الحماية ضدّ القرصنة protection from piracy

٣- يمكن استخدام الإنترنت عبر وسائل التواصل الاجتماعي من أجل ....
The Internet can be used through social media to..................

أ. مساعدة الآخرين Help others

ب. المساعدة في بعض القضايا الاجتماعية Help with some social issues

ج. كلاً من أ و ب Both A and B ✓

د. لا شيء منهم None of them





٤- مصادر معلومات حول موضوع أو قضية معيّنة قد تكون مثل:....................
Sources of information about a particular topic or issue may be such as:...

أ. مقاطع فيديو Video clips
ب. مقالات Articles
ج. صور photo
د. كلهم All of them ☑

٥- أستخدم المؤسّسات الإنترنت لمساعدة الآخرين، بمعالجة القضايا البيئية يسمى:....................
Companies using the Internet to help others address environmental issues are called

أ. المواطنة الرقمية Digital citizenship
ب. الحقوق Rights
ج. المسئولية الاجتماعية Social Responsibility ☑
د. كلهم All of them

٦- من مسئوليات المواطنة الرقمية .... Responsibilities of digital citizenship

أ. احترام خصوصية الآخرين respect others' privacy
ب. احترام المصادر المتنوّعة respect various sources
ج. إظهار سلوك إيجابي في التعامل مع الآخرين exhibit positive behavior in interactions with others
د. كلهم All of them ☑

٧- يمكن استخدام الإنترنت لمساعدة الآخرين عبر وسائل التواصل الاجتماعي، وللمساهمة في............
The Internet can be used to help others through social media, and to contribute to…...

أ. تحسين الخدمات الصحّية Improving health services
ب. مكافحة التلوّث fighting polution
ج. العوامل المؤثّرة في تغيّرات المناخ Factors affecting climate change
د. كلهم All of them ☑

٨- تنقسم المواطنة الرقمية الى.................. Digital citizenship is divided into

أ. حقوق rights
ب. مسئوليات Responsibilities
ج. كلاً من أ و ب Both A and B ☑
د. لا شيء منهم None of them

٩- إذا كان أحد المواقع الإلكترونية .... توقف عن زيارته If a website ...... stop visiting it

أ. ينشر معلومات مزيَّفة Spreads false information
ب. ينشر محتوى مزيف Posts fake content
ج. ينشر محتوى اعلانى زائف Publishes false advertising content
د. كلهم All of them ☑

١٠- تقوم العديد من الشركات بتضمين مهام المسؤولية الاجتماعية للشركات كجزء من أعمالها
Many companies include CSR tasks as part of their business

أ. الخطة التجارية Business plan
ب. الخطة المالية money plan
ج. خطة العمل business plan ☑
د. لا شيء منهم None of them



الدرس ٤ مواقع المعلومات



LESSON 4 Information websites

مواقع المعلومات:Information websites

موقع مكتبة الإسكندرية الرقمية، وبنك المعرفة المصري مثالَين على مواقع المكتبات الإلكترونية الموثوقة عبر الإنترنت .

The Alexandria Digital Library and the Egyptian Knowledge Bank are examples of reliable online libraries.

يوفّر بنك المعرفة المصري the Egyptian Knowledge Bank (EKB) offers

- أكبر مجموعة من الموارد التعليمية. المتاحة عبر الإنترنت في العالم، وهي تتضمّن المقالات، والقواميس، والموسوعات، والكتب، ومقاطع الفيديو، والصوتيات، والملفّات التفاعلية.

The world's largest collection of online educational resources, including articles, dictionaries, encyclopedias and books, and video, audio, and interactive files

- إمكانية تنزيل الملفّات على أجهزتك الخاصّة files can be downloaded to your device
- محتوى مناسِب لجميع الأعمار. content suitable for all ages
- مصادر آمنة ودقيقة safe and accurate sources
- استخدامًا مجّانيًا لجميع المواطنين المصريين free access for all Egyptian citizens
- مصادر تخضع لحقوق النشر material that is subject to copyright.

سمات المواقع الإلكترونية المفيدة

- توجد محرّكات البحث داخل الموقع مباشرة في صفحة الويب، وتقدّم نتائج بناءً على ما تكتبه في الحقل.

Search engines inside the website are found directly within a web page and provide results based on what you type in the field.

- يحتوي بنك المعرفة المصري، ومكتبة الإسكندرية الرقمية على محرّك بحث متخصّص خاص بهما.

The EKB and ADL content have specialized search engines.

- تساعدك القوائم في العثور على المعلومات .وعلى تجنُّب التمرير وهدر الوقت في البحث عن معلومات عامّة.كما أنّها تتضمّن عناوين واضحة ومعلومات خاصّة بالمحتوى.

Menus also help you to find information. They help you to avoid scrolling and spending too much time looking for general information. They include clear titles and content information.

- يمكن النقر على (أيقونات) في شكل صور للوصول إلى أقسام أو صفحات ويب آخرى

Icons can be clicked to reach other sections or webpages.

- «يسهل إيجاد تواصَل معنا » و » عن الموقع بحيث يمكن لمُستخدِمي الموقع الإلكتروني الاتّصال أو معرفة المزيد حول الأشخاص المشاركين في الموقع الإلكتروني. قد يتضمّن رابط ، « عن الموقع » عبارات توضيحية وهي فقرات قصيرة من المعلومات تقدّم لمحة عامّة عن الموقع الإلكتروني.

Contact and About fields are easy to find so visitors can contact or learn more about the people involved in a website. About link may include taglines – short pieces of information to provide an overall theme of the website.

إنشاء موقع إلكتروني

تُستخدَم برامج مثل WordPress لإنشاء مواقع الويب .فعند البدء بإنشاء موقعك، يمكنك اختيار نموذج فارغ أو اختيار أحد نماذج البرنامج المُحمَّلة مسبقًا .بمجرّد اختيار نموذج للعمل به، ستتمكّن من الوصول إلى أدوات تصميم مجّانية لإنشاء موقعك الإلكتروني.

Software programs like WordPress are used to create websites. When you start creating your website, you can choose a blank template or choose one of the software's pre-loaded templates. Once you choose a template to work with, you will be able to access free design tools to create your website.

عند إنشاء موقع إلكتروني، اِحرص على الأخذ في الاعتبار الصور ومقاطع الفيديو، وحجم الخطّ ونوعه. فأنت تريد أن يكون موقعك سهل الاستخدام وجذّابًا من حيث الشكل أيضًا.

When creating a website, be sure to consider the photos and videos, and font size/type. You want your site to be user friendly and visually appealing.

أسئلة على الدرس الرابع:

أولاً:أسئله الصواب والخطأ : ضع علامة (√) أمام الجملة الصحيحة و (x) أمام الجملة الخطأ

السؤال	ج
١ـ يُعَدّ موقعا مكتبة الإسكندرية الرقمية، مثالَ للمواقع الموثوقة عبر الإنترنت The Alexandria Digital Library, is example of reliable online libraries.	√
٢ـ تعتبر مكتبة الإسكندرية الرقمية من المصادر الإلكترونية غير الموثوقة The Alexandria Digital Library is considered one of the unreliable online resources	x
٣ـ يوفّر بنك المعرفة المصري أكبر مجموعة من الموارد التعليمية. المتاحة عبر الإنترنت في العالم the Egyptian Knowledge Bank (EKB) offers the world's largest collection of online educational resources	√
٤ـ يوفّر بنك المعرفة المصري محتوى مناسِب للأطفال فقط The Egyptian Knowledge Bank offers content suitable for children only	x
٥ـ يتضمن EKB المقالات والقواميس والموسوعات ومقاطع الفيديو. EKB includes articles, dictionaries, encyclopedias, and videos.	√
٦ـ لا يمكنك تنزيل الملفات من موقع بنك المعرفة المصري. You can't download files from the EKB website.	x
٧ـ يتيح بنك المعرفة المصري الوصول المجاني لجميع المواطنين المصريين. The Egyptian Knowledge Bank allows free access to all Egyptian citizens.	√
٨ـ تحتوي المواقع المفيدة على محركات بحث داخل الموقع. Helpful websites have search engines inside the website.	√
٩ـ يوفّر بنك المعرفة المصري مصادر لا تخضع لحقوق النشر The Egyptian Knowledge Bank offers material that are not subject to copyright	x
١٠ـ توجد محرّكات البحث داخل الموقع في صفحة الويب، وتقدّم نتائج بناءً على ما تكتبه في الحقل Search engines inside the website are found directly within a web page and provide results based on what you type in the field.	√





١١- توفّر مواقع المكتبات الإلكترونية الموثوقة عبر الإنترنت مصادر آمنة ودقيقة Reliable online libraries websites provide safe and accurate sources	✓
١٢- لا يحتوي موقع بنك المعرفة المصري على محرّك بحث متخصّص خاصّ به The Egyptian Knowledge Bank website does not have its own specialized search engine	✗
١٣- تساعدك القوائم في العثور على المعلومات Menus also help you to find information	✓
١٤- يمكن النقر على (أيقونات) في شكل صور للوصول إلى أقسام أو صفحات ويب آخرى Icons can be clicked to reach other sections or webpages.	✓
١٥- تُستخدَم برامج مثل WordPress لإنشاء مواقع الويب Software programs like WordPress are used to create websites	✓
١٦- يوصى بجعل موقعك جذابًا بصريًا وسهل الاستخدام It is recommended to make your site visually appealing and be user friendly.	✓

ثانياً:أسئله الأختيارمن متعدد

اختر الإجابة الصحيحة من أ، ب، ج، د.

١- يُعَدّ .... ، مثالَ للمواقع الموثوقة عبر الإنترنت
The …………………, is example of reliable online libraries
أ. مكتبة الإسكندرية الرقمية، Alexandria Digital Library
ب. بنك المعرفة المصري The Egyptian Knowledge Bank
ج. كلاً من أ و ب Both A and B ✓
د. لاشيء منهم All of them

٢- يوفّر بنك المعرفة المصري..................
The …………… is example of reliable online libraries
أ. مصادر آمنة ودقيقة safe and accurate sources
ب. استخدامًا مجّانيًّا لجميع المواطنين المصريين free access for all Egyptian citizens
ج. مصادر تخضع لحقوق النشر material that is subject to copyright.
د. كلهم All of them ✓

٣- يوفّر بنك المعرفة المصري أكبر مجموعة من الموارد التعليمية المتاحة عبر الإنترنت في العالم، وهي تتضمّن...................
The Egyptian Knowledge Bank (EKB) offers the world's largest collection of online educational resources, including ……………………
أ. المقالات، والقواميس، articles, dictionaries
ب. الموسوعات، والكتب encyclopedias and books
ج. مقاطع الفيديو، والصوتيات video,audio
د. كلهم All of them ✓

٤- تساعدك .... في العثور على المعلومات

help you to find information……………

أ. الأنشطة Activities

ب. القوائم Menus ☑

ج. كلهم All of them

د. لاشيء منهم All of them

٥- تُستخدَم برامج مثل .... لإنشاء مواقع الويب

Software programs like………… are used to create websites

أ. وردبريس WordPress ☑

ب. البوربوينت PowerPoint

ج. كلهم All of them

د. لاشيء منهم All of them

٦- يحتوي .... على محرّك بحث متخصّص خاص بهما

The........... Content have specialized search engines.

أ. رابط تواصَل معنا Contact link

ب. رابط عن الموقع About link

ج. كلاً من أ و ب Both A and B ☑

د. لاشيء منهم All of them

٧- يتضمن .... أجزاء قصيرة من المعلومات حول الموقع

…………Includes short pieces of information about the website.

أ. مكتبة الإسكندرية الرقمية،Alexandria Digital Library

ب. بنك المعرفة المصري The Egyptian Knowledge Bank

ج. كلاً من أ و ب Both A and B ☑

د. لاشيء منهم All of them

أسئلة تفاعلية اون لاين على الدرس الرابع:

https://forms.gle/jypFh6FjRkrJ72FMA







الدرس ٥ خدمات الأنترنت التجارية وغير التجارية

LESSON 5Commercial and non-commercial internet services

تنقسم المواقع الإلكترونية إلى فئتين Websites are either

commercial websites مواقع تجارية	non-commercial websites مواقع غير تجارية
الغرض منها بيع المنتجات أو تقديم الخدمات The purpose is to sell products or services موقع أمازون Amazon مثالًا لموقع تجاري Amazon is an example of a commercial website.	غرضها توفير المعلومات أو التوعية حول مسألة ما . The purpose is to provide information or raise awareness on an issue.. بنك المعرفة المصري مثال على المواقع غير التجارية The Egyptian Knowledge Bank is an example of a non-commercial website

- غالبًا ما تتضمّن المواقع التجارية جزءًا مخصّصًا لتعليقات العملاء وآرائهم، التي يمكن أن تكون مفيدة لكلّ من الشركة والعميل؛ فهي تساعد العملاء في اتّخاذ قرار شراء منتج معيّن أم لا.

Commercial websites often include customer reviews, which can be helpful to both the business and the customer. Reviews help customers decide if they want to buy a particular product or not.

احذَر من Be wary

- التعليقات والتقييمات الوهمية، فعادة ما تكتبها الشركة بنفسها، أو يطلب أعضاؤها من أفراد أُسَرهم أو أصدقائهم كتابة تعليقات إيجابية؛ وذلك للترويج لمنتجات الشركة .

Of fake reviews. They're usually written because a business wants to make their product seem more appealing, so they write their own positive reviews or have family or friends do it.

- في بعض الأحيان، تنشر شركة منافِسة تعليقات سلبية تحت أسماء مستعارة على الموقع الإلكتروني لمنافسيهم؛ وذلك لمنع العملاء المحتملين للشركة التي ينافسونها من شراء المنتجات.

Sometimes a rival business will post negative reviews under a false name on their competitors’ sites to prevent potential customers from making a purchase.

- قد لا تكون بعض التعليقات والتقييمات وهمية تمامًا، لكنّها قد تكون مضلِّلة. ولذلك لا يجب الوثوق بتعليق أو تقييم يبالغ بالإيجابية أو السلبية.

Some reviews may not be entirely fake, but they may be misleading. A review that's overly positive or negative shouldn’t be trusted.

- في العادة لا تكون الانفعالات المبالغ بها تجاه المنتجات مؤشّرًا جيّدًا لقيمة المنتج أو الخدمة الحقيقية.

Extreme reactions to products aren't usually good indicators about a product or service's true value

- التعليقات والتقييمات و الإعلانات إحدى الطرق التي يمكنك من خلالها الحصول على معلومات حول منتج ما

Reviews and advertisements are one way you can get information about a product.

- ويمكن لمواقع الويب أيضًا الحصول على معلومات حول المواقع التي تزورها، وفي أيّ حسابات تملكها عبر الإنترنت لوضع إعلانات تتطابق مع اهتماماتك، وموقعك الجغرافي وعمرك وجنسك

Websites can use information about the sites you visit, and in any online accounts you have, to place advertisements, that are geared towards your interests, geographic location, age, and gender.





- يحبّ رامي مشاهدة مقاطع فيديو عن كرة القدم، فهي رياضته المفضّلة .كما يحبّ الأجهزة الإلكترونية ويبحث دائمًا عن الابتكارات الجديدة فيها .وعندما يشاهد رامي مقاطع فيديو على الإنترنت، فغالبًا ما تتعلّق الإعلانات التي تظهر له بالسّلع الرياضية أو المنتجات الحاسوبية

Rami like to watch videos about football, his favorite sport. He also likes electronics and looks up the latest gadgets. When Rami is watching videos online, the advertisements that pop up are often for sporting goods, or computer products.

- فإذا زار موقعًا إلكترونيًّا معيّنًا أو ركّز على علامة تجارية معيّنة، فقد تظهر له هذه العلامة التجارية أكثر فأكثر كلّما زار مواقع إلكترونية أخرى.

If Rami visits a certain website, or focuses on a specific brand, that brand might pop up more whenever he visits other websites.

أسئلة على الدرس الخامس:

أولاً:أسئلة الصواب والخطأ: ضع علامة (√) أمام الجملة الصحيحة و(x) أمام الجملة الخطأ

السؤال	ج
١- المواقع التجارية الغرض منها بيع المنتجات أو تقديم الخدمات Websites commercial the purpose is to sell products or services	√
٢- يُعَدّ بنك المعرفة المصري مثالًا على المواقع التجارية The Egyptian Knowledge Bank is an example of a commercial website	x
٣- يُعَدّ موقع أمازون Amazon مثالًا لموقع تجاري Amazon is an example of a commercial website.	√
٤- المواقع الغيرتجارية الغرض منها توفير المعلومات أو التوعية حول مسألة ما Websites non-commercial The purpose is to provide information or raise awareness on an issue..	√
٥- غالبًا ما تتضمّن المواقع التجارية جزءًا مخصّصًا لتعليقات العملاء وآرائهم Commercial websites often include customer reviews and opinions	√
٦- تعليقات العملاء تساعد العملاء في اتّخاذ قرار شراء منتج معيّن أم لا. Reviews help customers decide if they want to buy a particular product or not.	√
٧- لا داعى للخوف من التعليقات والتقييمات الوهمية There is no need to be afraid of fake comments and ratings	x
٨- قد لا تكون بعض التعليقات والتقييمات وهمية تمامًا، لكنّها قد تكون مضلّلة Some reviews may not be entirely fake, but they may be misleading	√
٩- التعليقات والتقييمات ليست طريقة للحصول على معلومات حول منتج ما Reviews are one not a way to get information about a product.	x
١٠- قد لا تكون الانفعالات المبالغ بها تجاه المنتجات مؤشّرًا جيّدًا لقيمة المنتج أو الخدمة الحقيقية. Extreme reactions to products may not be good indicators about a product or service's true value.	√
١١- يجب الوثوق بتعليق أو تقييم يبالغ بالإيجابية أو السلبية. A review that's overly positive or negative Should be trusted.	x
١٢- يمكن لمواقع الويب الحصول على معلومات حول المواقع التي تزورها Websites can use information about the sites you visit	√

١٣- فإذا زرنا موقعًا إلكترونيًّا معيّنًا أو ركّزنا على علامة تجارية معيّنة، فقد تظهر هذه العلامة التجارية أكثر فأكثر كلّما زرنا مواقع إلكترونية أخرى. If we visit a certain website or focus on a specific brand, that brand may appear more and more as we visit other websites.	☑
١٤- الإعلانات إحدى الطرق للحصول على معلومات حول منتج ما، وطريقة أخرى هي. Advertisements are a way to get information about a product.	☑
١٥- المواقع الغيرتجارية الغرض منها بيع المنتجات أو تقديم الخدمات Websites non-commercial the purpose is to sell products or services	☒

ثانياً:أسئله الأختيارمن متعدد

اختر الإجابة الصحيحة من أ، ب، ج، د.

١- - .... هو مثال لموقع تجاري.
Is an example of a commercial website ------------------- .

أ. بنك المعرفة المصري EKB
ب. امازون Amazon ☑
ج. كلاً من أ و ب Both A and B
د. لاشيء منهم All of them

٢- المواقع التجارية الغرض منها .... ، .
Websites commercial the purpose is ……

أ. بيع المنتجات sell products
ب. تقديم الخدمات services
ج. كلاً من أ و ب Both A and B ☑
د. لاشيء منهم All of them

٣- التعليقات و التقييمات الوهمية،عادة ما تكتبها الشركة بنفسها، أو يطلب أعضاؤها من أفراد أُسَرهم أو أصدقائهم كتابة تعليقات إيجابية؛ وذلك ل ....
Fake reviews, usually written by the company itself, or its members ask their family members or friends to write positive comments; This is because ....,

أ. الترويج لمنتجات الشركة. their product seem more appealing ☑
ب. الترويج لشركات اخري Promoting other companies
ج. كلاً من أ و ب Both A and B
د. لاشيء منهم All of them

٤- تنقسم المواقع الإلكترونية إلى.................. .Websites are divided into...

أ. مواقع تجارية commercial website
ب. مواقع غير تجارية non-commercial websites
ج. كلاً من أ و ب Both A and B ☑
د. لاشيء منهم All of them





٥- .... إحدى الطرق التي يمكنك من خلالها الحصول على معلومات حول منتج ما

……. one way you can get information about a product

أ. التعليقات والتقييمات Reviews
ب. الإعلانات advertisements
ج. كلاً من أ و ب Both A and B ☑
د. لاشيء منهم All of them

٦- قد لا تكون الانفعالات المبالغ بها تجاه المنتجات مؤشّرً.......... لقيمة المنتج أو الخدمة الحقيقية.

Extreme reactions to products may not be indicators about a product or service's true value.

أ. جيد good ☑
ب. سيء bad
ج. كلاً من أ و ب Both A and B
د. لاشيء منهم All of them

٧- المواقع الغيرتجارية الغرض منها ....

Websites non-commercial the purpose is……………..

أ. بيع المنتجات sell products
ب. تقديم الخدمات services
ج. كلاً من أ و ب Both A and B ☑
د. لاشيء منهم All of them

٨- قد لا تكون بعض التعليقات والتقييمات وهمية تمامًا، لكنّها قد تكون ....

Some reviews may not be entirely fake, but they may be ……………..

أ. جيدة good
ب. مضلِّلة misleading ☑
ج. كلاً من أ و ب Both A and B
د. لاشيء منهم All of them

٩- تعليقات العملاء تساعد العملاء في اتّخاذ قرار.............

Reviews help customers decide if they want to …….

أ. شراء منتج buy a particular product
ب. عدم شراء منتج Do not purchase a product
ج. كلاً من أ و ب Both A and B ☑
د. لاشيء منهم All of them

أسئله تفاعلية اون لاين على الدرس الخامس:

https://forms.gle/g498omSRnGavc6neA




الدرس ٦ استخدام تكنولوجيا المعلومات والاتّصالات لأنشاء محتوى

LESSON 6 Using ICT for content creation

مايكروسوفت إيدج Microsoft Edge

- هو متصفِّح ويب يرافق مايكروسوفت ويندوز، ويمكن لهذا المتصفِّح أن يساعدك في التصفُّح، والبحث، ومشاهدة مقاطع الفيديو وغيرها. .

Microsoft Edge is the web browser that comes with Microsoft Windows. The browser can help you browse, search, stream and more.

- تنظِّم خاصّية المجموعات في مايكروسوفت إيدج البحث في مكان واحد وعلى أجهزة مختلفة .

The Collections feature in Microsoft Edge organizes research in one place and on multiple devices.

- يمكنك أن تبدأ مجموعة لكلّ مشروع أو مهمّة جديدة

You can start a collection for each new project or assignment

- داخل كلّ مجموعة، يمكنك أن تضيف صفحات ويب كاملة

Within each collection you can add entire web pages

- يمكنك أيضًا إضافة مقاطع فيديو مُنفردة، وصور بما فيها المخطَّطات والرسوم البيانية، ونصوص وروابط وملاحظات بشكل منفصل.

you can also add individual videos, images (including charts and graphs), text, links and notes.

- يمكنك تصدير كلّ مجموعة إلى تطبيقات أخرى مثل Word و Excel

You can also export each collection to other apps such as Excel and Word.

المجموعات - مايكروسوفت إيدج Collections – Microsoft Edge



- لبدء مجموعة :يمكنك الاستعانة بمعلّمك لتنزيل البرامج

To start a collection (you can ask your teacher for help in downloading programs

- حدِّد المجموعات الموجودة على شريط الأدوات

Select Collections on the toolbar

- إختر بدء مجموعة جديدة

Select Start a New Collection.

- أُكتب عنوان مجموعتك داخل الإطار

Type the title of your collection in the box.

- أضِف محتوى إلى مجموعتك عن طريق اختيار إضافة الصفحة الحالية

Type the title of your collection in the box.

- إسحب صورة إلى داخل المجموعة

Drag an image into the collection.

- حدِّد نصوصًا أو روابط واسحبها إلى داخل المجموعة .

Select text or links and drag them into a collection.



المساعدة فى الكتابة Microsoft Editor

Writing help – Microsoft Editor

- إستخدِم محرِّر مايكروسوفت للتحقُّق من القواعد النحوية والإملائية

Use Microsoft Editor to check for spelling and grammar

- سيحدِّد المُحرِّر مشكلات مثل أخطاء الأحرف الكبيرة في اللغة الإنجليزية، والجمل المتقطِّعة، والكلمات أو علامات التنصيص المفقودة أو غير الصحيحة، ثمّ يقدّم اقتراحًا لتصحيح كلّ خطأ

The editor will highlight problems such as capitalization errors، sentence fragments and missing or incorrect words and punctuation and make a suggestion to correct each error

- أنت من يقرّر قبول كلّ اقتراح أو رفضه .

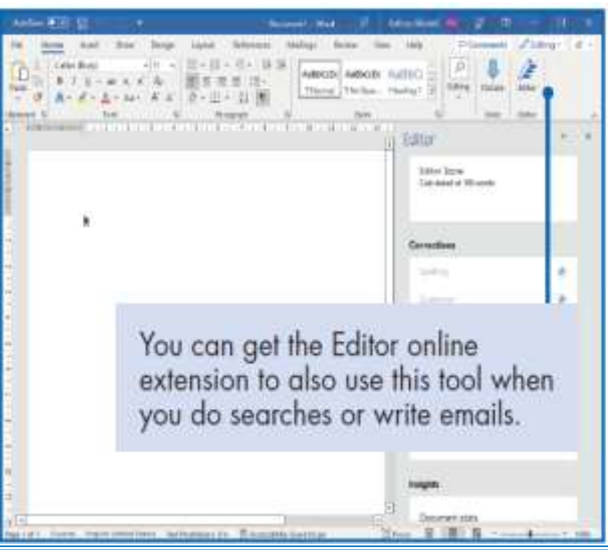
You decide whether to accept or ignore each suggestion.

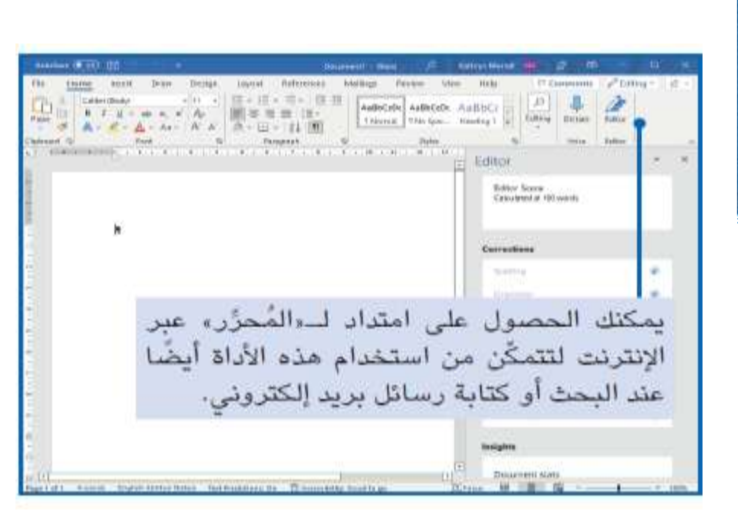
- وتتوفّر أيضًا أدوات أخرى أو" مُحسِّنات " كعلامات الترقيم والمصطلحات .

Other tools (or Refinements), such as punctuation conventions and vocabulary are also available.

- اِختر أيقونة المُحرِّر Editor . من شريط الأدوات في برنامج Word أو من المتصفّح، لمراجعة الأخطاء النحوية والإملائية المُحتمَلة والمُحسِّنات، كإعادة الصياغة للتوضيح، والأسلوب الرسميّ، والإيجاز.

Select the Editor icon in Word's toolbar, or in the browser, to review possible grammar and spelling errors and refinements to improve clarity, formality،and conciseness.







شرح وبنك أسئلة
للصف الخامس الابتدائي
لمادة الكمبيوتر وتكنولوجيا المعلومات



أسئلة على الدرس السادس:

أولاً:أسئلة الصواب والخطأ : ضع علامة (√) أمام الجملة الصحيحة و (x) أمام الجملة الخطأ

السؤال	ج
١- مايكروسوفت إيدج هو متصفِّح ويب يرافق مايكروسوفت ويندوز Microsoft Edge is the web browser that comes with Microsoft Windows	√
٢- يمكن لمتصفِّح إيدج أن يساعدك في التصفّح فقط . . Microsoft Edge can only help you browse	x
٣- تنظِّم خاصّية المجموعات في مايكروسوفت إيدج البحث في مكان واحد وعلى أجهزة مختلفة . The Collections feature in Microsoft Edge organizes research in one place and on multiple devices.	√
٤- الميزة في Microsoft Edge تنظم البحث في مكان واحد. feature in Microsoft Edge organizes research in one	√
٥- Microsoft Edge لا يساعدك في التصفح . Microsoft Edge doesn't help you with browsing.	x
٦- داخل كلّ مجموعة، يمكن أن نضيف صفحات ويب كاملة Within each collection we can add entire web pages	√
٧- يمكنك تصدير كلّ مجموعة إلى تطبيقات أخرى مثل .Word و .Excel You can also export each collection to other apps such as . Wordو. Excel	√
٨- يمكنك استخدام مايكروسوفت اكسيل للتحقق من الأخطاء الإملائية والنحوية. You can use Microsoft Excel to check for spelling and grammar errors .	x
٩- أيقونة المُحرِّر Editorمن شريط الأدوات Word أو المتصفّح، لمراجعة الأخطاء النحوية والإملائية the Editor icon in Word's toolbar, or in the browser, to review possible grammar and spelling errors	√
١٠- سيحدِّد المُحرِّر مشكلات مثل أخطاء الأحرف الكبيرة في اللغة الإنجليزية The editor will highlight problems such as capitalization errors	√

ثانياً:أسئلة الأختيارمن متعدد اختر الإجابة الصحيحة من أ، ب، ج، د.

١- ....، هو متصفح ويب يأتي مع Microsoft Windows.
is a web browser that comes with Microsoft Windows --------------------

أ. ميكروسوفت وورد Microsoft Word
ب. مايكروسوفت إيدج Microsoft Edge √
ج. كلاً من أ و ب Both A and B
د. لاشيء منهم All of them

٢- الميزة في Microsoft Edge تنظم البحث في مكان واحد.
feature in Microsoft Edge organizes research in one

أ. المجموعات Collections √
ب. الاختيارات selections
ج. كلاً من أ و ب Both A and B
د. لاشيء منهم All of them

٣- Microsoft Edge يساعدك في ....

.Microsoft Edge can help you

أ. التصفُّح browse
ب. البحث search
ج. مشاهدة مقاطع الفيديو stream
د. كلهم All of them ☑

٤- باستخدام ميزة المجموعات في Microsoft Edge، يمكنك إضافة..................

Using the Collections feature in Microsoft Edge, you can add

أ. فيديو videos
ب. صور images
ج. كلاً من أ و ب Both A and B ☑
د. لاشيء منهم All of them

٥- داخل كلّ مجموعة، يمكنك أن تضيف ....

Within each collection you can add …

أ. صفحات ويب كاملة entire web pages
ب. مقاطع فيديو مُنفردة individual videos
ج. المخطّطات والرسوم البيانية charts and graphs
د. كلهم All of them ☑

٦- يمكنك تصدير كلّ مجموعة إلى تطبيقات أخرى مثل ....

You can also export each collection to other apps such as …..

أ. Word
ب. Excel
ج. كلاً من أ و ب Both A and B ☑
د. لاشيء منهم All of them

٧- لبدء مجموعة في Microsoft Edge، يمكنك تحديد ....

To start a collection in Microsoft Edge, you can select…………

أ. بدء مجموعة جديدة Start new collection ☑
ب. صفحة ويب جديدة New webpage
ج. كلاً من أ و ب Both A and B
د. لاشيء منهم All of them

٨- يمكنك استخدام...............للتحقق من الأخطاء الإملائية والنحوية.

You can use................to check for spelling and grammar errors .

أ. محرر مايكروسوفت Microsoft Editor ☑
ب. مايكروسوفت اكسيل Microsoft Excel
ج. مايكروسوفت ويندوز Microsoft Windows
د. لاشيء منهم All of them





٩- اِختر أيقونة المُحرِّر. ......من شريط الأدوات في Word أو المتصفّح، لمراجعة الأخطاء النحوية والإملائية.

Select the Editor icon in Word's toolbar, or in the browser, to review possible grammar and spelling errors

أ. Editor ☑
ب. edit
ج. file
د. لاشيء منهم All of them

١٠- تتوفّر فى المحرر مُحسِّنات مثل.....................

tools in editor Refinements, such as ……………… are also available

أ. علامات الترقيم punctuation conventions
ب. المصطلحات vocabulary
ج. كلاً من أ و ب Both A and B ☑
د. لاشيء منهم All of them

أسئله تفاعلية اون لاين على الدرس السادس:

https://forms.gle/tPidFG2YNYENtEhM7

Lesson 2 Questions: Digital citizenship and social responsibility

First: Put a sign (✓) or a sign (x):

1- There are no rights or responsibilities that you have as a digital citizen. ( )

2- You can use social media to spread information about how to safely get rid of the problem of PPE in the environment. ( )

3- Achieving digital citizenship entails a set of rights and responsibilities. ( )

4- As a digital citizen, you can engage with others online. ( )

5- You should not respect the privacy of others. ( )

6- You must ensure safe sharing online, and it is your responsibility. ( )

7- It is not preferable to use the Internet to help others through social media. ( )

8- You can use the Internet to fight pollution and the factors affecting climate change. ( )

9- There are no social responsibilities towards local Corporate. ( )

10- Many companies include CSR tasks as part of their business plans, ( )

11- Do not stop visiting websites that publish false or harmful information. ( )

12- If the content of the site or the advertising content it contains is fake or harmful, stop visiting this site.( )

13- One of your responsibilities as a digital citizen is to respect the privacy of others. ( )

14- You should visit sites that publish fake information. ( )

15- Your opinions should be positive when communicating with people online. ( )

16- When communicating online, you must express your opinions in a positive way. ( )

17- Respecting the privacy of others is one of the most important rights you enjoy as a digital citizen. ( )

18- One of the individual's rights as a digital citizen is lack of privacy. ( )

19- You can express your opinion online, considering your rights and responsibilities. ( )

20- You cannot express your opinions freely online. ( )

21- It is your social responsibility when using the Internet to help others. ( )

22- Websites that publish false or harmful information must be monitored. ( )

23- You must make sure not to spread false information. ( )

Second: Choose the correct answer from the following:

1- You can use the means of .... to disseminate information for the safe disposal of PPE in the environment.

a- Social media b- E-mail c- Transportation

2- Among the rights you enjoy as a digital citizen.

a- Protection from piracy b- Sharing information c- respect others' privacy.

3- Ensuring safe sharing via the Internet within .... as a digital citizen.

a- Rights b- Responsibilities c- Both

4- You must express your opinions and .... the opinions of others.

a- despised b- respected c- rejected.

5- If a website publishes false or harmful information, it must ....

a- continues to visit him b- stops visiting him c- None of the above

6- The companies use the internet to help others, by :

a- addressing environmental concerns

b- or supporting important cause c- Both

7- Stop visiting websites that publish information.

a- False or harmful b- Useful c- Reliable

8- it Is Companies use the internet to help others.

a - Social responsibility of individuals

b - Corporate social responsibility or CSR c – both

9- .... It is the use of technology in a safe and sound way

a- Digital Citizenship b- Digital Footprint c- Piracy

10- Among the rights that you must enjoy as a digital citizen ....

a- Privacy b- Respecting the privacy of others c- Both

11- Companies, in turn, use .... by addressing environmental issues or providing support for important issues.

a- The Internet b- Piracy c- Electronic games

12- The individual's responsibilities as a digital citizen are ....

a- Respecting the privacy of others b- Privacy c- Protection from piracy

13- Digital citizenship provides you with rights such as ....

a- Privacy b- Protection from piracy c- All of the above

14- As a digital citizen, respect the privacy of others.................

a- Your rights b- Your responsibilities c- Both

15- One of your most important duties as a digital citizen is .... in dealing with others online.

a- Showing positive behavior b- Protection from piracy c- Both

16- You can use the internet via .... to help others and contribute in social activities

a- YouTube b- social media. c-The EKB

****

Lesson4 Questions : Information websites

First: Put a sign (✓) or a sign (x): Information websites

1- Examples of reliable online libraries ADL and EKB . ( )

2- The EKB does not offers the world's largest collection of online educational resources. ( )

3- The educational resources offers through the EKB include articles, dictionaries, and encyclopedias. ( )

4- The educational resources offers through the EKB do not include audio files and interactive files. ( )

5- EKB offers the files can be downloaded to your device. ( )

6- EKb offers free access for all Egyptian citizens. ( )

7- Menus provide results based on what you type in the field. ( )

8- The EKB does not content have specialized search engines. ( )

9. Menus help you find information. ( )

10- Icons can be clicked to reach other sections or webpages. ( )

11- When creating a site, you can choose a blank template or choose one of the wordpress templates. ( )

12- The websites of the Library of Alexandria and the Egyptian Knowledge Bank contain safe and reliable information. ( )

13- The Egyptian Knowledge Bank website is considered one of the trusted websites. ( )

14- Menus cause wasting time when searching for information within the site. ( )

15- Digital tools cannot be used to display information in an attractive way. ( )

16- The Egyptian Knowledge Bank displays content suitable for all ages. ( )

17- Online digital libraries are not useful for searching for different media such as images. ( )

18- Knowledge Bank sources are not accurate sources. ( )

Second: Choose the correct answer from the following:

1- Examples of reliable online libraries ....

a- Egyptian Knowledge Bank b- Wikipedia c- Facebook

2- online educational resources, including ....

a-books, b- video, c- All of the above

3- The Egyptian Knowledge Bank offers content .... for all ages.

a- suitable b- inappropriate c- both.

4- The EKB offers material that subject to ....

a- Copyright b- Infringement of copyright c- Buying and selling

5- This is the first screen a visitor will see when visiting your site.

a- The first page b- home page c- The last page

6- They include clear titles and content information .

a- search engine b- menus c- All of the above

7- one of helpful website features ....

a- search engine inside the website b- menus c- All of the above

8- There are found directly within a web page.

a- search engine inside the website b- menus c- All of the above

9- to avoid scrolling and spending too much time looking for general information..

a- search engine inside the website b- menus c- All of the above

10- short pieces of information to provide an overall theme of the website.

a- About the site b- home page c- URL

11- Programs such as .... are used to create websites.

a- Excel b- WordPress c- Zoom

12- You want your site to be user friendly and visually appealing be sure to consider

a- photos and video b- Font size and type c- All of the above

13- Electronic libraries contain .... and encyclopedias

a- Dictionaries and dictionaries b- books c- All of the above

14- Digital library websites such as (the Library of Alexandria and the Egyptian Knowledge Bank include information........

a- Safe and reliable b- Unsafe c- Unreliable

15- You can click on .... to access other web pages on the website.

a- Forms b- Icons c- Search engines

16- The .... website is considered one of the reliable online library websites.

a- Alexandria Digital Library B- Egyptian Knowledge Bank C- All of the above

17- Searching websites is a great source of information that is not protected by copyright, and therefore it is...

a- All sources published on it have been verified.

b- They may not be accurate. c- All sites are safe

18- Among the useful features of websites:

a- It has search engines b- It includes clear titles c- All of the above

19- It helps you find information and avoid scrolling and wasting time searching for general information

a- Search engine b- Menus c- Icons

20- You can click on .... to access other web pages and sections.

a- Search engine b- Menus c- Icons

****

Lesson 5 Questions : Commercial and non-commercial internet services

First: Put a sign (✓) or a sign (x):

1. The purpose of commercial websites is to sell products or provide services. ( )
2. Commercial websites do not include customer reviews. ( )
3. Amazon is an example of a non-commercial site. ( )
4. The Egyptian Knowledge Bank is an example of non-commercial sites. ( )
5. Be ware of fake reviews, as the company usually writes them themselves. ( )
6. The purpose of publishing fake reviews is to promote the company's products. ( )
7. a rival business will not post negative reviews under a false name on their competitors' sites. ( )

8. A review that's overly positive or negative shouldn't be trusted. ( )
9. Extreme reactions to products aren't usually good indicators about a product or service's true value. ( )
10. Websites are either commercial and non-commercial sites. ( )
11. Fake and misleading **reviews** do not affect the company's products. ( )
12. Commercial websites aim to provide information or awareness about a specific issue. ( )
13. Non-commercial sites are intended to sell products or provide services. ( )
14. **Reviews** on commercial websites may be misleading. ( )

Second: Choose the correct answer from the following:

1- Websites are divided into ………………

a- Commercial sites b- Non-commercial sites. c- All of the above

2- Providing information or raising awareness about an issue.

a- Commercial sites b- Non-commercial sites. c- All of the above

3- Its purpose is to sell products or provide services.

a- Commercial sites b- Non-commercial sites. c- All of the above

4- The …………… website is an example of a commercial website.

a- Amazon b- EKB c- ADL

5- There are one way you can get information about a product.

a- Reviews b- Ads c- All of the above

6- it is help customers decide if they want to buy a particular product or not.

a- Reviews b- Ads c- All of the above

7- Place advertisements, that are geared towards your …………….

a- interests, b- geographical location, c- All of the above

8- In front of you is a comment with the name of the username: jbd_123 and his evaluation (★★★★★) and his comment: (If I could, I would value it in zero! It is very bad!) This is considered.

a- good reviews b- fake reviews c- neutral comment

9- The Ministry of Education website is an example of websites

a - Commercial b - Non-Commercial c - Unreliable

10- The purpose of the non-commercial website is...

a - Providing information about a product

b - Providing services c - Selling products

11- The purpose of commercial sites ....

a- Providing information b- Selling products c- Raising awareness about an issue

12- Websites ....are intended to provide information, such as the Egyptian Knowledge Bank.

a- Non-commercial b- Commercial c- Both

****

Lesson 6 Questions : Using ICT for content creation

First: Put a sign (✓) or a sign (x):

1- Microsoft Edge is browser can help you browse, search, stream and more. ( )

2- The Collections feature in Microsoft Edge organizes research in one place and on multiple devices. ( )

3- You cannot start a collection for each new project or assignment in Edge. ( )

4- Using the Edge program, You can export each collection to other apps such as Excel and Word. ( )

5- you can add individual videos, images (including charts and graphs), in the Edge program. ( )

6. The editor will highlight problems such as capitalization errors. ( )

7- The Edge browser will highlight problems such as sentence fragments and missing or incorrect words and punctuation. ( )

8- You can get the Editor online extension to also use this tool when you do searches or write emails. ( )

9- Grammatical and spelling errors cannot be reviewed in the word processor program (Word). ( )

10- Microsoft Editor is used to check grammar and spelling. ( )

11- Microsoft Edge is the website browser that accompanies Microsoft. ( )

Second: Choose the correct answer from the following:

1- It is the web browser that comes with Microsoft Windows.

a- Microsoft Edge b- Google Chrome c- Firefox

2- The ....feature in Microsoft Edge organizes research in one place and on multiple devices..

a- Settings b- Collections c- Copying

3- Within each .... you can add entire web pages

a- Tab b- collection c- List

4- In the Edge program, you can add content by selecting ....

a- Add current page b- home page c- Copy the page

5- Use .... to check for spelling and grammar..

a- Edge Browser b- Microsoft Editor c- Video Processor

6- Select the Editor icon in ....

a- Word's toolbar b- Browser, c- All of the above

7- .... will highlight words or phrases which may be incorrect and also suggest alternatives, to help you edit your text.

a- editor b- browser c- search engine

8- The Microsoft Edge feature organizes searches in one place and on different devices.

a- Research b- Quoting c- Collections

9- Microsoft Edge is ....

a- Browser b- Editor c- Electronic spreadsheets

10- Microsoft .... It is a web browser that accompanies Microsoft Windows

a- Edge b- PowerPoint c- Word

11- In Microsoft Edge, each group can be exported to other applications such as:

a- Wordpress b- Debris Tracker c- Excel

12- To open a web page, we use ....

a- PowerPoint b- Paint. c- Browser.

Question 1: Choose the correct answer.

1- PPE stands for ....
   a) Poor people equipment
   b) Personal protective equipment
   c) Personal home page
2- COVID PPE includes the following except ....
   a) Face masks
   b) Disposable gloves
   c) Vaccine
3- Peg keiner is from ....
   a) New York
   b) Chicago
   c) China
4- Ms. Keiner used an app called .... to collect data about PPE litter.
   a) The Debris tracker
   b) Zoom
   c) Satellite
5- Egypt's .... initiative spreads awareness of the environmental issues
   a) Go green.
   b) Go yellow.
   c) Go environmental.





6- Egypt's Go green initiative spreads awareness of .... issues

a) Technological
b) Health
c) Environmental

7- Ms. Keiner used the hashtag #trackingppe on .... and Instagram.

a) YouTube
b) Microsoft
c) Twitter

8- You can contribute to social activities that help solve social issues like

a) Fighting pollution
b) Driving cars
c) Meeting new friends

9- The ability to engage with others online is one of my .... as a digital citizen

a) Responsibilities
b) Rights
c) Privacy

10- Respecting other's privacy is one of your ....

a) Rights
b) Responsibilities
c) Piracy




11- One of the ways to respect online sources is .... them.

a) To ignore
b) To credit
c) To download

12- If a site is spreading false information in its content or advertisements, ...visiting the site.

a) Start
b) Stop
c) Continue

13- Companies use the internet to help others, by addressing ....

a) Environmental concerns
b) Business plans
c) Advertisements

14- Being socially responsible includes being mindful of the .... we use

a) Websites
b) Printer
c) Paper
d) Computers

15- .... is a way to share information

a) Pollution
b) Social media
c) Privacy





16- Companies help others by addressing environmental concerns or supporting important causes. This is called ....

a) CSR
b) GPR
c) PPE

17- If it is a peer or a classmate you do not know well, be sure to use their ....

a) Title
b) Nickname
c) Full first name

18- Sometimes, meaning can be misinterpreted negatively in .... communication

a) Verbal
b) Video
c) Nonverbal

19- If you are communicating with your teacher, you should use ....

a) Jokes
b) Titles
c) His first name

20- The EKB offers free access for all ....

a) Egyptian citizens
b) The world
c) People of determination

21- You can be casual if you are communicating with

a) A person in authority
b) A family member
c) An unknown person

22- It is important to be .... when communicating online

a) Negative
b) Positive
c) Aggressive

23- If you have not met the person you are writing to yet, ...

a) Be sure to introduce yourself
b) Tell him jokes
c) End the communication

24- .... is example of reliable online libraries

a) Alexandria Digital library
b) Egyptian Knowledge bank
c) a&b

25- When .... a website, be sure to consider the photos, videos, and font size/ type.

a) Creating
b) Visiting
c) Sharing

26- You can click on .... to reach other sections or webpages

a) Icons
b) Menus
c) About link





27- .... is a software program that is used to create websites?

a) WordPress
b) Excel
c) PowerPoint

28- When you start creating your website, you can choose ....

a) A blank template
b) A pre-loaded template
c) A&b

29- .... included short pieces of information about the website.

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b) Menus
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30- .... are found directly within a web page and provide results based on what you type in the field

a) Games
b) Recipes
c) Both a and b
d) Search engines

31- .... is an example of a commercial website?

a) EKB
b) Amazon
c) Wikipedia





32- .... is an Example of non-commercial websites?

a) EKB

b) Amazon

c) Jumia

33- The purpose of non-commercial websites is to ....

a) Sell products.

b) Sell services.

c) Provide information.

34- One of the examples of fake reviews is .... reviews that are written by a business to make their products seem more appealing.

a) Positive

b) Negative

c) Both of the previous

35- Websites often put .... that match your interests, geographical location, age and gender

a) Comments

b) Jokes

c) advertisements

36- .... is a web browser that comes with Microsoft windows.

a) Microsoft Edge

b) Microsoft word

c) Google chrome

37- The .... feature in Microsoft edge organizes research in one place.

a) Selections
b) Collections
c) Toolbar

38- To start a new collection in Microsoft Edge, you can select ....

a) Start a new collection.
b) New webpage
c) New file

39- You can use .... to check for spelling and grammar errors.

a) Microsoft editor
b) Microsoft Excel
c) Microsoft windows

40- The editor icon is in the word's ....

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b) Keyboard
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Question 2 Put true or false.

1- Peg keiner is an archeologist. (   )
2- MS keiner was collecting litter data alone. (   )
3- Debris tracker app is free and can be downloaded on your phone ( )
4- Twitter and Instagram are common social media platforms. (   )
5- Respecting others' privacy is one of your rights of digital citizenship. (   )
6- The ability to use the internet when you need is one of the responsibilities as a digital citizen (   )
7- You can use the internet to help others via social media (   )
8- You should spread false and harmful information. (   )
9- CSR is an abbreviation for corporate social responsibility. ( )
10- Today, very few companies include CSR tasks as part of their business plans. (   )
11- You should use titles when you are communicating with a peer or a family member. (   )
12- Abbreviations or nicknames are only appropriate between close friends. (   )
13- You should always be respectful when communicating with others. (   )
14- When you are in a video call, your feelings are invisible. (   )
15- In formal situations, you should not use emojis. (   )
16- Say negative words such as cannot or won't in your communication (   )





17- Emojis are useless in communication (   )
18- The EKB and the ADL are examples of reliable online libraries. ( )
19- The EKB does not contain material that is subject to copyright. ( )
20- Website menus waste more time when you search for information. (   )
21- Websites are classified into commercial and noncommercial sites. (   )
22- The content of EKB is suitable for children only (   )
23- Icons can be clicked to reach other sections or webpages (   )
24- Commercial sites often include customer reviews. (   )
25- A review that is overly positive or negative should be trusted. ( )
26- Websites are either commercial or noncommercial (   )
27- We can buy products online from noncommercial websites ( )
28- We should depend on fake reviews when evaluating products and services. (   )
29- You can only add videos and images to Microsoft Edge collections ( )
30- In Microsoft editor, you must accept all suggestions. (   )
31- Microsoft Edge can help you browse, search, stream and more. ( )
32- Google chrome is one of the browsers that comes with Microsoft windows (   )

Model Answers

Question 1: Choose the correct answer.

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Question 2 Put true or false.

1- Peg keiner is an archeologist. (F)
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4- Twitter and Instagram are common social media platforms. (T)
5- Respecting others' privacy is one of your rights of digital citizenship. (F)
6- The ability to use the internet when you need is one of the responsibilities as a digital citizen (F)
7- You can use the internet to help others via social media (T)
8- You should spread false and harmful information. (F)
9- CSR is an abbreviation for corporate social responsibility. (T)
10- Today, very few companies include CSR tasks as part of their business plans. (F)
11- You should use titles when you are communicating with a peer or a family member. (F)
12- Abbreviations or nicknames are only appropriate between close friends. (T)
13- You should always be respectful when communicating with others. (T)
14- When you are in a video call, your feelings are invisible. (F)
15- Say negative words such as cannot or won't in your communication (F)
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28- In Microsoft editor, you must accept all suggestions. (F)
29- Microsoft Edge can help you browse, search, stream and more. (T)
30- Google chrome is one of the browsers that comes with Microsoft windows (F)

Dina Ahmed 01289054660

Lesson 1

Choose the correct answers: -

1. Peg is ambassador for .... goals in united nations
   a) Global b) Local c) International
2. Ms. Keiner is from
   a) Chicago b) France c) Egypt
3. Ms. Keiner is ....
   a) Explorer b) Director c) Both
4. She is .... Of innovation
   a) Director b) presenter c) Educator
5. Covid 2019 pandemic occur
   a) 2019 b) 2020 c) 2021
6. Covid PPE is the abbreviation of
   a) Personal protective equipment
   b) Protective Personal equipment
   c) Personal productive equipment
7. Debris tracker is a/ an
   a) app b) site c) program
8. In order to use Debris tracker, you must upload
   a) Location b) description c) both
9. Types of infographics is
   a) Pie graph b) bar graph c) bar chart
10. On Debris tracker you should collect .... and analyze them
    a) data b) information c) Results
11. Hashtag tracker is
    a) #trackerppe b) #trackingppe c) #ppetracking

12. To make a hashtag we use
    a) #   b) *   c) /
13. #Trackingppe, we use it in
    a) PowerPoint   b) zoom   c) piloted social media
14. The initiative of Go Green covers ……….. environmental issue
    a) 35   b) 36   c) 37
15. Showing the litter on the map as ………… dots
    a) Green   b) Blue   c) Yellow

16. To use the app, you can upload data as
    a) Material type and date
    b) Name and description
    c) all of the above

17. the Egyptian Ministry of Environment started an initiative in ……….
    a) 2019   b) 2020   c) 2030

Lesson 2

18. As a digital citizen, your rights are to ………
    a) Respect others privacy
    b) Engaging with others online
    c) Respect various sources

19. I must communicate online ………………
    a) Rudely   b) Negatively   c) Positively
20. If anyone asked you about something you know, you …………. Tell him
    a) must   b) mustn't   c) Try not to
21. Information shared by you mustn't be
    a) accurate   b) False   c) reliable
22. Information shared through a website must be …………
    a) clear   b) accurate   c) both
23. Corporate social responsibility is abbreviation for

a) CSR b) CRS c) CSS

Lesson 3

24. Using titles while communicating used with
    a) Teacher b) Friend c) Family member

25. While dealing with your cousin you can be
    a) Respectful and casual in tone
    b) Use titles
    c) Introduce your self

26. While chatting, feelings are ………… to convey to your partner
    a) easy b) difficult c) different
27. Full first name used with your …………
    a) People you know b) People don't know c) your relatives
28. You can use Nickname with your
    a) Friends b) People don't know c) teacher
29. Nonverbal communication meaning can be lost and understood……..
    a) Positively b) negatively c) Excellent
30. You can use words as …………… to encourage your collage
    a) can b) couldn't c) shouldn't
31. Nonverbal communication includes
    a) Gestures and posture b) eye contact c) Nothing
32. Communicating online positively includes
    a) Negative words b) emojis c) Nothing

Lesson 4

33. Alexandria digital library it's abbreviation is
    a) ADL b) DLA c) ALD
34. The program that is used to create websites is
    a) Word b) WordPress c) Word editor

35. EKB file can be downloaded
   a) in paid b) for free c) in advanced money
36. ADL and EKB content are suitable for
   a) All ages
   b) Graduated people
   c) students only

37. Your website to be more helpful can contain
   a) Search engine only
   b) search engine and icons
   c) Nothing

38. To avoid scrolling much time in websites you can use
   a) Menus b) Search engine c) about fields
39. Search engines help you to
   a) Scrolling websites
   b) finding information
   c) contacting websites

40. Creating websites from the beginning you can choose
   a) Blank template b) Preload template c) both
41. EKB and ADL are .... recourses
   a) online b) offline c) in accurate

Lesson 5

42. .... Are either commercial and Noncommercial
   a) Websites b) applications c) program

43. Examples of Noncommercial sites are
   a) Noon b) ADL c) Amazon

44. Purpose of commercial sites are ....
   a) Buying and selling
   b) providing information
   c) raising awareness

45. Reviews may be ....
   a) Negative   b) positive   c) both
46. Getting information may be from ....
   a) Reviews   b) Advertisement   c) both
47. You .... Trust overly reviews even if positive or negative
   a) should   b) shouldn't   c) must
48. .... Can be helpful for every one (business and customer)
   a) Customer reviews
   b) business reviews
   c) competitors reviews

49. Sites represent ads that .... to the product that you want
   a) Similar   b) differ   c) exchange

lesson 6

50. We can use .... To check spelling
   a) M. Edge   b) M. Editor   c) M. office
51. Selecting Editor icons in word .... to review grammar errors
   a) Tool bar   b) Ribbon bar   c) Tab
52. We choose .... to add the page you want using Microsoft Edge
   a) Add current page
   b) Add previous page
   c) Add all pages
53. Exporting collections can be as
   a) Excel and access   b) Excel and word   c) Word and access
54. You can add .... to your collection
   a) Text and links   b) notes and videos   c) all of the above

Put Right or Wrong: -

Lesson 1

1. Peg keiner works as a local goals ambassador ( )
2. Peg keiner is from Malesia ( )
3. Peg is a Director of development at a school ( )
4. Covid 20 pandemic in 2019 ( )
5. PPE is like a face mask and disposable gloves ( )
6. Debris tracker can be downloaded by free ( )
7. PPE is abbreviation of protective personal equipment ( )
8. Debris Tracker to use it , you must upload your location ( )
9. MS Keiner collect data through the app on impacting the same types of litter on environment ( )
10. Using Debris tracker depend on collecting Information and analyzing them ( )
11. We use * to make hashtag ( )
12. #Trackingppe allow keiner to spread awareness ( )
13. Go Green initiative covers 35 environmental issue ( )
14. Go Green initiative started in 2020 ( )
15. The application that MS Keiner used collect information of litters ( )
16. Gathering data through the app is by help of Excel ( )
17. MS Keiner is from Chicago ( )
18. MS keiner is a director of innovation ( )
19. Covid 19 in 2020 ( )
20. Debris tracker is a paid program ( )
21. Using app of debris tracker you must download your location ( )
22. Gathering data through the app is by help of Word ( )
23. Pie chart and bar graph are types of infographics ( )
24. We use # to make a hashtag ( )
25. MS keiner make a #trackerppe on Instagram and twitter ( )
26. Data through tracker showed as a form of GPS map location and infographics showing ( )
27. Go Green initiative covers 36 healthily issue ( )

28. Go blue initiative started in 2019 ( )
29. Spreading awareness of the environmental issue is one of the goals of Go Green Goals ( )
30. Debris Tracker collect data ( )
31. You can gather the data while using spread sheet ( )

Lesson2: -

32. From your rights is to be protected from piracy ( )
33. You can behave in a rude way with people you don't know ( )
34. You must be polite and positive with others ( )
35. Answering someone while using Facebook is your rights ( )
36. It's a bad behavior to insult your friend ( )
37. Peg used twitter to spread information ( )
38. Social responsibility of you includes contributing in social activities ( )
39. You must respect other privacy ( )
40. You must respect any other sources differ than yours ( )
41. You don't have the ability to use the internet any time you want ( )
42. You mustn't answer anyone ask online about something ( )
43. Spreading information about getting rid of PPE was by Dr Fred ( )
44. You can contribute in any social activities ( )
45. I must shout on anyone tell an opinion differ than me ( )
46. You must spread false information ( )
47. Information shared through social media must be clear ( )
48. CSR is abbreviate for corporate social responsibility ( )
49. You can contribute in fighting pollution activities ( )

Lesson3: -

50. You must use titles while you were communicating with a peer ( )
51. We use nicknames with our teacher ( )
52. You can introduce yourself first while being in chat with your aunt ()
53. Being polite while communicating online is a must ( )

54. You mustn't respect anyone you are chatting with as he annoyed you ( )
55. Don't abbreviate names with people you don't know is a good manner ( )
56. Social responsibility of you includes contributing in social activities ( )

Lesson4: -

57. Creating websites need the font very big in order to see the words well ( )
58. While using the websites you should use small photos ( )
59. To create a website you must use suitable photos, videos and font size ( )
60. ADL and EKB are reliable offline resources ( )
61. ADL files are downloaded in paid ( )
62. EKB content are suitable for specific ages ( )
63. ADL users must be from the graduates only ( )
64. ADL and EKB are safe and accurate resources ( )
65. Online educational sources are as books, articles, dictionaries, audio()
66. EKB content has specialized search engine ( )
67. Word is used to create websites ( )
68. To consider this website helpful must contain contact us and about fields ( )
69. Contact us make it easy to deal or contact your websites ( )
70. Menus avoid spending much time scrolling the website ( )
71. Start creating website, you can choose Preloaded template ( )

Lesson5: -

72. Types of sites are commercial and Noncommercial ( )
73. We can sell products on the commercial sites ( )
74. We can't buy from the Noncommercial sites ( )
75. EKB is an example of Commercial sites ( )
76. Noon is an example of Noncommercial sites ( )

77. Customers reviews can help the customer and the company that produce the product ( )
78. The reason of fake reviews is misleading of some people towards product ( )
79. The review is the customer opinion even negative or positive ( )
80. Reviews help customer to decide buying something or not ( )
81. Getting information about the products is only from reviews ( )
82. The purpose of noncommercial sites is providing information ( )
83. Fake reviews is a negative one ( )
84. Rival business post negative reviews under false name of their competitors sites ( )
85. Site algorithm present you Ads similar to the product that you search ( )
86. You must Beware of the comments that the company make it by itself ( )
87. You can buy anything you want from the noncommercial sites ( )
88. Amazon is an example of commercial sites ( )
89. Reviews can only help the company ( )
90. Reviews may be negative or positive one ( )
91. You can get any information about product even from Reviews or Ads ( )
92. Site algorithm present you Ads differ to the product that you search ( )

Lesson6: -

93. You can start collection for each new project ( )
94. We use Microsoft edge to browse search on any topic ( )
95. To make a search about an explorer you can use Microsoft edge ( )
96. You can export information to other app such as excel and access ( )
97. Video including charts can be added to your collection through M. Edge ( )
98. You can add web pages to the collection you made ( )
99. You can manage your collection using M. Edge from multiply devices ( )



100.You can add your images to your collection by dragging it (   )

101.To start a collection you use M. Edge and select collectors on the toolbar ( )

102.M. Editor check spelling and grammar errors ( )

103.M. Editor underline the capitalize errors ( )

104.We use M. Editor to browse, search for any information (   )

105.Exporting information to app using M. Edge can be through excel and word (   )

106.You can't add web pages either images to your Microsoft Edge collection (   )

107.You must use the same device while using your collection in M. Edge ( )

108.To add image to collection you click on begin button ( )

109.M. Editor highlighted incorrect words ( )

110.You can decide either to accept or ignore each suggestion of the editor ( )

Lesson 1

Choose the correct answer

1- Peg Keiner is a/an ....

a. Archeologist b. biologist c. Explorer

2- Peg Keiner is from ....

a. New Yourk b. Chicago c. China

3- The collected data uploaded to the Debris Tracker includes The .... of PPE litters

a. locations b. types c. a&b

4- Ms. Keiner is a Global Goals Ambassador for the ....

a. United States b. United Nations c. United Emirates

5- Ms. Keiner is .... at a school in Chicago.

a. the Director of Innovation b. an explorer c. an ambassador

6- Personal protective equipment (PPE), such as ....

a. Facemasks b. disposable gloves. c. a & b

7- The Debris Tracker application collects .... of PPE litter

a. Information b. data c. errors

8 - Ms. Keiner used an app called .... to collect data about PPE litter.

a. the Debris Tracker b. Zoom c. Satellite

9- We can view and gather the data on a .... to be analyzed

a. MS word b. MS Excel c. MS PowerPoint

10- The data on the Debris Tracker can be viewed as a............ Chart.

a. bar b. pie c. a&b

11- the Debris Tracker app records the location with ....

a. VPN b. GPS c. IMS

12- Ms. Keiner piloted social media campaigns on .... to encourage followers to collect PPE

a. Twitter b. Instagram c. a & b





Choose the correct answer

13- To make a hashtag, we use the symbol ....

a. @ b. # c. *

14- She educates .... students on the impact of different types of litter.

a. Third grade b. Fifth grade c. Third through fifth grade

15- The data uploaded by Ms. Keiner, her colleagues and her followers are in the form of .... that showing the different kinds of debris.

a. GPS map locations b. infographics c. a & b

16- The Egyptian Ministry of Environment started "Go Green" initiative in 2019, on the basis of ....

a. Social studies b. Social responsibility c. a & b

17- Egypt's "Go Green" initiative spreads awareness of .... issues .

a. Technological b. Health c. environmental

18- Ms. Keiner's students collect data on litter and .... them.

a. Share b. analyze c. delete

19- Ms. Keiner used the .... #trackingppe on twitter and Instagram.

a. Posts b. tag c. hashtag

Put (T) or (F)

1- Peg Keiner is a biologist ( )

2- PPE is an abbreviation for personal protective equipment ( )

3- Debris Tracker app can be downloaded on your phone for free ( )

4- Debris Tracker app record the location only ( )

5- Ms. Keiner was collecting litter data alone ( )

6- Twitter and Instagram are common social media platforms ( )

7- Debris Tracker displays each type of litter on the map as a blue dot ( )

8- Ms. Keiner teaches third - through fifth-grade students to use Instagram ( )

9- The "Go Green" initiative covers 36 environmental issues ( )

10- The data uploaded to the Debris Tracker was analyzed and the results were used by researchers ( )



Put (T) or (F)

11- Peg Keiner decided to spread awareness of the dangers of litter. (   )

12- Ms. Keiner was collecting litter data alone. (   )

13- The "Go Green" initiative was started by the Egyptian Ministry of Environment in 2019. (   )

14- The "Go Green" initiative spreads awareness of environmental issues (   )





Choose the correct answer

1- One of your rights as a digital citizen is protection from ....

a. Privacy   b. piracy   c. sharing

2- The ability to engage with others online is one of my .... as a digital citizen.

a. responsibilities   b. rights   c. privacy

3- .... is one of your responsibilities as a digital citizen.

a. Privacy   b. respect other's privacy   c. piracy

4- One of the responsibilities you have as a digital citizen is ....

a. ensure safe sharing online.   b. respect various sources   c. a&b

5- You can access information online as this is one of your .... as a digital citizen.

a. responsibilities   b. rights   c. privacy

6- .... Is/are important social issues.

a. fighting pollution   b. climate change   c. a&b

7- You should exhibit .... behavior in interactions with others online.

a. Positive   b. negative   c. a&b

8- respect others' privacy is one of your .... as a digital citizen.

a. rights   b. responsibilities   c. piracy

9- One of the ways to respect online sources is .... sources

a. ignore   b. crediting   c. download



Choose the correct answer

10- Peg Keiner uses ………………. to spread information about how to safely get rid of the problem of PPE.

a. Social media b. WhatsApp c. EKB

11- You can use the internet via …………………. to help others and contribute in social activities.

a. YouTube b. Social media c. EKB

12- There are many information sources online such as ………………………..

a. Videos b. articles c. a&b

13- Make sure the information you share, and its purpose are ……………………

a. Clear b. Unreliable c. personal

14- Many companies include ………………… as part of their business plan.

a. money plan b. rights c. CSR tasks

15- If a site is spreading false or harmful information, you should ……………….

a. Proceed visiting that site b. stop visiting that site.

c. stop visiting internet

16- Companies help others by addressing environmental concerns or supporting important causes, This is called …………….

a. CSR b. GPR c. PPE

17- Many companies include CSR tasks as part of their ……………………

a. money plan b. business plan c. corporate plan

Put (T) or (F)

1- Be sure to spread false information. ( )

2- Be sure the information you share and its purpose are clear( )

3- The protection from piracy is one of your responsibilities as a digital citizen ( )

4- As a digital citizen, you have the right to use the internet when you need to ( )

5- Improving health care is not considered an important social issue ( )

6- You should exhibit negative behavior when you communicate with others ( )

7- Peg Keiner uses Twitter to help people to safely get rid of the problem of PPE ( )





Put (T) or (F)

8- We can use the internet to contribute in social activities that help solve social issues (   )

9- the factors affecting climate change is considered one of the most important social issues (   )

10- Being socially responsible includes being don't care of the websites you use (   )

11- Being socially responsible includes being mindful of the websites you use(   )

12- Corporates use the internet to help others (   )

13- CSR is an abbreviation for corporate social responsibility (   )



Lesson 3

Choose the correct answer

1- The abbreviations and nicknames are only appropriate with ....

a. People of authority b. unknown person c. close friends

2- If you're communicating with your teacher, you should use ....

a. jokes b. titles c. his first name

3- When you communicate using ....Your emotions will be visible

a. Email b. instant messaging c. video chat

4- If you haven't met the person you're writing to, State your reason for sending the message ...

a. up front b. back-end c. at the end

5- Full first name is used when you communicate with ....

a) classmate you know b. classmate don't know c) Your friend

6- When you're communicating with a person of authority, you should ....

a. Be respectful b. Avoid making jokes c. a&b

7- If you're communicating with a peer you don't know well, be sure to use ....

a. First name b. nick name c. abbreviations

Choose the correct answer

8- If you are writing to a person that you never meet him, you should ....yourself first.

a. Introduce b. produce c. engage

9- It's OK to be casual in tone, if you're communicating with ....

a. A person in authority b. a family member c. unknown person

10- when you are making a video chat with your friend, your emotions will be ....

a. Visible b. invisible c. non of them

11- You should be conversational and add warmth to your conversation using ....

a. familiar words b. contractions c. a&b

12- In nonverbal communication like sending text messages, the meaning may be ......

a. Interpreted successfully b. misinterpreted negatively c. clear

13- Nonverbal communication doesn't show ....

a. eye contact b. gestures& posture c. a&b

14- Even in more formal situations, it's usually safe to use .... positive emojis.

a. Zero b. one or two c. more

15- You can be conversational when you are communicating online by using ....

a. familiar words that add warmth b. contractions c. a&b

Put (T) or (F)

1- You should use positive words when communicating online such as can't, won't and unfortunately ( )

2- Be polite and respectful when communicating with your grand father ( )

3- You should avoid negative tone with words such as can, will ( )

4- Be clear about your message, when writing to someone for the first time ( )

5- No problem to use multiple Emojis even in more formal situations ( )

6- use nicknames, If you're communicating with a classmate you don't know well ( )

7- You should assume the best to avoid misinterpretation in online communication ( )

8- abbreviations and nicknames are appropriate to communicate with strangers ( )



Put (T) or (F)

9- You should always be respectful when communicating with others ( )

10- When you are writing messages, feelings are more easy to convey ( )

11- You can be more casual in tone with your teacher ( )

12- You should use full sentences, proper grammar and correct spelling. ( )

13- when you are writing a message, your emotions will be visible to everyone ( )

14- when you are on a video call, your feelings are invisible ( )

15- Nonverbal communication is lost online ( )

16- In formal situations, you should not use emojis. ( )

17- If you're not sure of using emojis , only use them if the person you are communicating with uses them first. ( )

Lesson 4

Choose the correct answer

1- Alexandria Digital Library and Egyptian Knowledge Bank are ……………… Libraries

a. Online b. offline c. a&b

2- ………………………… offers material that is subject to copyright.

a. Wikipedia b. EKB c. google

3- The Egyptian Knowledge Bank is a great digital library that includes ……………………

a. Articles and books b. encyclopedias and dictionaries c. a&b

4- ………………… is an example of reliable online libraries

a. Alexandria Digital Library b. EKB c. a&b

5- ……… provide one of the largest collection of online resources all over the world.

a. EKB b. Wikipedia c. ADL

6- Egyptian Knowledge Bank has content suitable for ……………………

a. children only b. teachers only c. all ages

7- Helpful websites have various feature such as ……………………….

a. Menus and icons b. google c. a&b

Choose the correct answer

8- The EKB and ADL websites have specialized ………………

a. Personal information b. search engine c. a&b

9- ………………………… provide results based on what you type in its field.

a. Menus b. search engine c. contact &about

10- ………………….. help you to save time and find information easily.

a. About link b. menus c. URL

11- ……….. help you to avoid scrolling and spending too much time looking for information

a. Menus b. About link c. contact link

12- You can click on ……………………….. to reach other sections or webpages.

a. Icons b. menus c. About link

13- ……….. includes taglines that provide short pieces of information about the website.

a. Icons b. menus c. About link

14- When creating a website, Be sure to consider ……………………….

a. photos & videos b. font size&type. c. a&b

15- ……………………… allow visitors to contact or learn more about the people involved in a website.

a. About link b. contact link c. a&b

16- ……………………. is a software programs that is used to create websites.

a. WordPress b. Excel c. PowerPoint

17- When you start creating your website, you can choose …………………..

a. a blank template b. pre-loaded template c. a or b

Put (T) or (F)

1- ADL offers the world's largest collection of online educational resources( )

2- ADL is considered on of the unreliable online sources ( )

3- EKB include articles, dictionaries, encyclopedias and videos ( )

4- The EKB and ADL content haven't search engines( )

5- Egyptian Knowledge Bank allows free access for all Egyptian citizens ( )

6- Menu include clear titles and content information( )

Put (T) or (F)

7- Helpful websites have search engines inside the website ( )

8- You can't download files from EKB website ( )

9- Icons can be clicked to reach other sections or webpages( )

10- EKB offers material that is subject to copyright. ( )

11- You can use WordPress to create your website. ( )

12- **Contact** and **About** fields are difficult to find ( )

13- EKB has safe and accurate sources ( )

14- It is recommended to make your site visually appealing and be user friendly ( )

15- Websites menus waste time when you search for information ( )

Choose the correct answer

1- The websites can be classified into .... Sites.

a. Commercial / non-commercial b. reliable/unreliable c. a&b

2- .... is an example of a commercial website .

a. EKB b. Amazon c. WordPress

3- .... websites often include customer reviews and advertisements.

a. Commercial b. non-commercial c. a&b

4- The purpose of commercial websites is ....

a. Provide information b. sell products and services

c. raise awareness

5- You can get information about a product by:

a. Reviews b. advertisements c. a&b

6- ....help customers decide if they want to buy a particular product or not.

a. Reviews b. EKB c. a&b

7- Commercial websites often include................., which can be helpful to both the business and the customer.

a. customer reviews b. customer services c. non of them



Choose the correct answer

8- Customer reviews help customers decide if they want to ……………… a particular product or not.

a. Sell　　b. buy　　c. check

9- ……………………… help business to develop products.

a. Customer reviews　　b. Advertisements　　c. a&b

10- The purpose of non-commercial websites is to …………………

a. sell products　　b. sell services　　c. provide information

11- Reviews help ……………… decide if they want to buy a particular product or not.

a. Customers　　b. businesses　　c. a&b

12- The purpose of commercial websites is to …………………

a. provide information　　b. raise awareness　　c. sell products

13- …………………………… is an example of a non-commercial website.

a. EKB　　b. Amazon　　c. Jumia

14- ……………… aren't usually good indicators about a product or service's true value.

a. Extreme reactions　　b. overly positive reviews　　c. a&b

15- One of the examples of fake reviews is ………………reviews that are written by a business to make their product seem more appealing.

a. Positive　　b. negative　　c. a&b

16- a rival business can post a fake ………………….. reviews on their competitors' sites to prevent potential customers from making a purchase.

a. Positive　　b. negative　　c. non of them

17- One of the ways usually used to get information about a products is ……………….

a. reviews　　b. advertisements　　c. a&b

18- Websites can use information about the sites you visit to show …………… about your interest.

a. Reviews　　b. advertisements　　c. information

19- The commercial advertisements are displayed depend on your …………………………

a. Interests　　b. age & gender　　c. a&b





Choose the correct answer

20- Some one write a comment: "It is very bad product, I wish I could evaluate it with zero! " This is considered ....comment.

a. Positive b. negative c. non of them

Put (T) or (F)

1- Non-commercial websites are used to raise awareness on an issue( )
2- The purpose of non-commercial websites is to sell products or services ( )
3- Websites are classified into commercial or non-commercial sites ( )
4- The Egyptian Knowledge Bank is an example of commercial website. ( )
5- There is only one way you can get information about a product ( )
6- ALL customer reviews are fake( )
7- Commercial websites often include customer reviews ( )
8- A review that's overly positive or negative should be trusted. ( )
9- Amazon is an example of commercial websites ( )
10- Some rival business write negative reviews on their competitors' sites ( )
11- Reviews and comments affect positively or negatively on products and services. ( )
12- Extreme reactions to products are usually good indicators about a product's true value. ( )
13- We should depend on fake reviews when evaluating products and services ( )
14- Reviews and comments of customers are useful for developing company's products ( )
15- If you visit a certain website, or focuses on a specific brand, that brand might pop up more whenever you visit other websites ( )
16- We can buy products online from non-commercial websites ( )










Lesson 6



Choose the correct answer

1- ………………… is a web browser that comes with Microsoft Windows.

a. Microsoft Edge b. Microsoft Word c. Google chrome

2- The …………………….. feature in Microsoft Edge organizes research in one place.

a. Selections b. Collections c. toolbar

3- The browser can help you …………….

a. browse b. search c. both of them

4- ………………… make a suggestion to correct spelling and grammar errors.

a. Microsoft Edge b. Microsoft Editor c. Microsoft windows

5- Microsoft Edge is a …………………………….. that comes with Microsoft Windows.

a. Search engine b. spreadsheet c. web browser

6- You can select collections icon from ………………….. Of Microsoft Edge.

a. toolbar b. Toolbox c. toolkit

7- Using collections feature in Microsoft Edge, You can add …………………….

a. Videos & images b. text & notes c. a&b

8- ………………………… make refinements to improve clarity, formality, and conciseness.

a. MS Edge b. MS Editor c. MS windows

9- You can ………………… each collection to other apps such as Microsoft Word.

a. Import b. export c. download

10- The first step to start a collection in Microsoft Edge is ……………………..

a. Select collections icon from toolbar b. add current page

c. type title to the collection

11- You can use …………………… to check for spelling and grammar.

a. MS Editor b. MS Excel c. MS Windows

12- You should click ……………..to save this page in the Microsoft Edge collections.

a. Add all pages b. add next page c. add current page

13- You can add ……………………. using collections feature in Microsoft Edge.

a. notes b. link c. a&b



Choose the correct answer

14- The editor highlight problems such as ....

a. capitalization errors b. sentence fragments c. a&b

15- Select .... in Word's toolbar, or in the browser, to review possible grammar and spelling errors.

a. Editor icon b. watermark icon c. review menu

Put (T) or (F)

1- You can create content using ICT tools ( )

2- Google chrome is a type of browsers that comes with Windows ( )

3- Browsers can help you search and view videos online ( )

4- You can't start a collection for each new project or assignment ( )

5- Within each collection in Microsoft Edge you can add entire web pages ( )

6- You can't add web pages to your Microsoft Edge collection ( )

7- You can't add videos or links within a collection in Microsoft Edge ( )

8- The editor can't make a suggestion to correct each error. ( )

9- The editor correct errors without any intervention from your side ( )

10- You must use the same device to use your collections in Microsoft Edge ( )

11- You can decide either to accept or ignore each suggestion of the editor ( )

12- You can drag graphs, links and texts into a collection in Microsoft Edge ( )

13- The editor have other tools (or Refinements), such as punctuation conventions and vocabulary ( )

14- You can use Microsoft 365 tools to plan, organize and create your research projects ( )

15- You can get the Editor online extension to use the editor when you search or write emails ( )



Mr. Osama Youssef

Answer Key

Lesson 1

Choose

Q	A
1	c
2	b
3	c
4	b
5	a
6	c
7	b
8	a
9	b
10	c
11	b
12	c
13	b
14	c
15	c
16	b
17	c
18	b
19	c

Put T or F

Q	A
1	F
2	T
3	T
4	F
5	F
6	T
7	T
8	F
9	T
10	T
11	T
12	F
13	T
14	T

Lesson 2

Choose

Q	A
1	b
2	b
3	b
4	c
5	b
6	c
7	a
8	b
9	b
10	a
11	b
12	c
13	a
14	c
15	b
16	a
17	b

Put T or F

Q	A
1	F
2	T
3	F
4	T
5	F
6	F
7	T
8	T
9	T
10	F
11	T
12	T
13	T

Lesson 3

Choose

Q	A
1	c
2	b
3	c
4	a
5	b
6	c
7	a
8	a
9	b
10	a
11	c
12	b
13	c
14	b
15	c

Put T or F

Q	A
1	F
2	T
3	F
4	T
5	F
6	F
7	T
8	F
9	T
10	F
11	F
12	T
13	F
14	F
15	T
16	F
17	T

Lesson 4

Choose

Q	A
1	a
2	b
3	c
4	c
5	a
6	c
7	a
8	b
9	b
10	b
11	a
12	a
13	c
14	c
15	c
16	a
17	c

Put T or F

Q	A
1	F
2	F
3	T
4	F
5	T
6	T
7	T
8	F
9	T
10	T
11	T
12	F
13	T
14	T
15	F

Lesson 5

Choose

Q	A
1	c
2	b
3	a
4	b
5	c
6	a
7	a
8	b
9	a
10	c
11	a
12	c
13	a
14	c
15	a
16	b
17	c
18	b
19	c
20	b

Put T or F

Q	A
1	T
2	F
3	T
4	F
5	F
6	F
7	T
8	F
9	T
10	T
11	T
12	F
13	F
14	T
15	T
16	F

Lesson 6

Choose

Q	A
1	a
2	b
3	c
4	b
5	c
6	a
7	c
8	b
9	b
10	a
11	a
12	c
13	c
14	c
15	a

Put T or F

Q	A
1	T
2	F
3	T
4	F
5	T
6	F
7	F
8	F
9	F
10	F
11	T
12	T
13	T
14	T
15	T















Theme 3 - Lesson 2

choose the correct answer from a,b, c or d.

1- As a digital citizen, we have....... and responsibilities.
a – tasks b- **rights** c. roles d. mission

2. being socially responsible includes being mindful of the …….. we use
a- **websites** b. printer c. paper d- computers

3. …….. is a way to share information.
a. Pollution b. **Social media** c. Privacy d. Tasks

4. We shouldn't spread .... information.
a. nice b. good c. right d. **false**

5. You can use the internet to contribute in social activities that help solve social issues like ....
a. improving health care b. fighting pollution
c. climate change d. **all of them**

6. When using online sources, be sure that they are……..
a. **accurate** b. difficult to understand
C. inaccurate d. unreliable

Put (√) in front of the correct sentence and (x) in front of the wrong one

١. The ability to use the internet when you need is one of the responsibilities a digital citizen. (X)

3٢. Exhibiting positive behavior in interactions with others is one of the responsibilities. (√)

٣. You can use the internet to help others via social media. (√)

٤. You can't use the internet to discuss the factors affecting climate change and find new solutions. (X)

Theme 3 - Lesson 4

choose the correct answer from a, b, c or d.

1-……….. are from the advantages of Egyptian Knowledge Bank (EKB).
a. Free access b. easily to download files
c. **Both (a) and (b)** d. None of them

2-Safe and accurate sources are from the advantages of ……
a. **EKB** b. PPE c. school e-library d. none of them

٣-.........Content has specialized search engines.
a. EKB b. ADL c. **both (a) and (b)** d. Microsoft Word

٤- ………… help you to avoid scrolling and spending too much time looking for general information.

a. Search engines b. **Menus** c. Icons d. Contact and About

Put (√) in front of the correct sentence and (x) in front of the wrong one

1- When you start creating your website, you can choose a blank template. (√)
2- The content of (EKB) is suitable for children only (X)
3- The Egyptian Knowledge Bank (EKB) offers the world's largest collection of online educational resources. (√)
4- EKB offers materials that is subject to copyright (√)
5- Icons can be clicked to reach other sections or WebPages (√)

Theme 3 - Lesson **5**

Choose the correct answer from a, b, c or d.

1. The purpose of commercial websites is to.........
   a. **sell products or services** b. watching films d. none of them
   c. education d. None of them

٢. Websites often place………… that match your interests geographical location, age and gender.
   a. comments b. jokes c. tools d. **advertisements**

3. The goal of negative business reviews is to……… potential customers from making a purchase.
   a. encourage b. **prevent** c. allow d. support

٤. The ……….is an example of a non-commercial website.
   a. reviews b. Amazon c. **EKB** d. none of them

Put (√) in front of the correct sentence and (x) in front of the wrong one

1-We can buy products online from non-commercial websites. (X)
2. Amazon is a commercial website that offers services and products. (√)
3. Commercial websites often include customer reviews. (√)
4. Reviews can't help customers decide whether or not they want to buy a particular product (X)
5. Websites are either commercial or non-commercial. (√)

choose the correct answer from a, b, c or d.

1. .... are usually written because a business wants to make their product seem more appealing.
   a. **Fake reviews** b. Non-commercial websites
   c. Both (a) and (b) d. None of them

2...........are a way you can get information about a product.
   a. **Advertisements** b. Competitors' sites
   c. Customers d. All of them

Theme 3 - Lesson 6

choose the correct answer from a, b, c or d.

1- .... is the web browser that comes with the Microsoft Windows.

a. **Microsoft Edge** b. Mozilla Firefox
c. Google Chrome d. Opera browser

2- You can use………… to check for spelling and grammar errors.

a. **Microsoft Editor** b. collections
c. YouTube d. export command

3- When the editor suggests a correction for an error, you should …………..the suggestion.

a. **decide to accept or ignore** b. you must accept
c. . you must delete d. . you must ignore

4- The Editor icon is located in Word's…………..

a. title bar b. keyboard c. **toolbar** d. scroll bar

5- ....will highlight words or phrases that may be incorrect and suggest alternatives, to help you edit your text.

a. **editor** b. export c. collections d. edge

Put (√) in front of the correct sentence and (x) in front of the wrong one

1-Google Chrome is one of browsers that come with Microsoft Windows. (X)
2. Collection is a feature of the Microsoft Edge browser used to organize search results. (√)
3. A browser can help you browse the internet, search for information, and stream content. (√)
4. You can start collecting each new project or task using the browser. (√)
5. You cannot add a video to collection in Microsoft Edge. (X)

.... Administration	February Exam model 1	Grade 5
.... School	ICT	....
Student Name :		15

اعداد سلسلة الخوارزمي بلال نصر

Question1: Put "true" or "false":-

1- There are no rights or responsibilities that you have as a digital citizen. ( )

2- The Egyptian Knowledge Bank website is considered one of the trusted websites. ( )

3- Commercial websites do not inc\lude customer reviews. ( )

4- Microsoft Editor is used to check grammar and spelling. ( )

5- You cannot express your opinions freely online. ( )

6- The websites of the Library of Alexandria and the Egyptian Knowledge Bank contain safe and reliable information. ( )

7- Non-commercial sites are intended to sell products or provide services. ( )

Question 2: Choose the correct answer from the following:

1- .... It is the use of technology in a safe and sound way

a- Digital Citizenship b- Digital Footprint c- Piracy

2- online educational resources, including ....

a-books, b- video, c- All of the above

3- Websites are divided into ....

a- Commercial sites b- Non-commercial sites. c- All of the above

4- It is the web browser that comes with Microsoft Windows.

a- Microsoft Edge b- Google Chrome c- Firefox

5- Digital citizenship provides you with rights such as ....

a- Privacy b- Protection from piracy c- All of the above

6- The EKB offers material that subject to ....

a- Copyright b- Infringement of copyright c- Buying and selling

7- There are one way you can get information about a product.

a- Reviews b- Ads c- All of the above

8- In Microsoft Edge, each group can be exported to other applications such as:

a- Wordpress b- Debris Tracker c- Excel

(End of Exam)

.... Administration	February Exam model 1	Grade 5
.... School	ICT	....
Answers		15

اعداد سلسلة الخوارزمي بلال نصر

Question1: Put "true" or "false":-

1- There are no rights or responsibilities that you have as a digital citizen. (F)

2- The Egyptian Knowledge Bank website is considered one of the trusted websites. (T)

3- Commercial websites do not include customer reviews. (F)

4- Microsoft Editor is used to check grammar and spelling. (T)

5- You cannot express your opinions freely online. (F)

6- The websites of the Library of Alexandria and the Egyptian Knowledge Bank contain safe and reliable information. (T)

7- Non-commercial sites are intended to sell products or provide services. (F)

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7- There is one way you can get information about a product.

a- Reviews b- Ads <u>c- All the above</u>

8- In Microsoft Edge, each group can be exported to other applications such as:

a- Wordpress b- Debris Tracker <u>c- Excel</u>

(End of Exam)

.... Administration	February Exam model 2	Grade 5
.... School	ICT	....
Student Name :		15

اعداد سلسلة الخوارزمي بلال نصر

Question1: Put "true" or "false":-

1- Achieving digital citizenship results in a set of rights and responsibilities. (   )

2- The Egyptian Knowledge Bank displays content suitable for all ages. (   )

3- Commercial websites aim to provide information or awareness about a specific issue. (   )

4- The Egyptian Knowledge Bank is an example of non-commercial sites. (   )

5- Microsoft Edge is the website browser that accompanies Microsoft. (   )

6- One of the individual's rights as a digital citizen is lack of privacy. (   )

7- Menus cause wasting time when searching for information within the site. (   )

Question 2: Choose the correct answer from the following:

1- Among the rights you enjoy as a digital citizen.

a- Protection from piracy b- Sharing information c- respect others' privacy.

2- Examples of reliable online libraries ………………..

a- Egyptian Knowledge Bank b- Wikipedia c- Facebook

3- Providing information or raising awareness about an issue.

a- Commercial sites b- Non-commercial sites. c- All of the above

4- It feature in Microsoft Edge which organizes research in one place and on multiple devices..

a- Settings b- Collections c- Copying

5- As a digital citizen, respect the privacy of others.................

a- Your responsibilities b- Your rights c- Both

6- This is the first screen a visitor will see when visiting your site.

a- The first page b- home page c- The last page

7- The Ministry of Education website is an example of websites

a - Non-Commercial b - Commercial c - Unreliable

8- To open a web page, we use ……………… .

a- PowerPoint b- Paint. c- Browser.

(End of Exam)

.... Administration	February Exam model 2	Grade 5
.... School	ICT	....
Answers		15

اعداد سلسلة الخوارزمي بلال نصر

Question1: Put "true" or "false":-

1- Achieving digital citizenship results in a set of rights and responsibilities. (t)

2- The Egyptian Knowledge Bank displays content suitable for all ages. (t)

3- Commercial websites aim to provide information or awareness about a specific issue. (f)

4- The Egyptian Knowledge Bank is an example of non-commercial sites. (t)

5- Microsoft Edge is the website browser that accompanies Microsoft. (t)

6- One of the individual's rights as a digital citizen is lack of privacy. (f)

7- Menus cause wasting time when searching for information within the site. (f)

Question 2: Choose the correct answer from the following:

1- Among the rights that you must enjoy as a digital citizen................

a- Privacy b- Respecting the privacy of others c- Both

2- Examples of reliable online libraries ………………..

a- Egyptian Knowledge Bank b- Wikipedia c- Facebook

3- Providing information or raising awareness about an issue.

a- Commercial sites b- Non-commercial sites. c- All of the above

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(End of Exam)